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ABSTRACT

Designed to give the faculty of Mankato State University information necessary to the daily performance of their tasks, the 1975-76 faculty handbook includes: (1) administration--central, schools, divisions, administrative, and support; (2) policies and procedures--instructional, personnel, facilities, services, and financial; (3) governance; (4) equal opportunity and affirmative action; (5) employee labor organizations; and (6) budget and finance. Appendices cover organizational charts and university governance units organizational structures. (KE)

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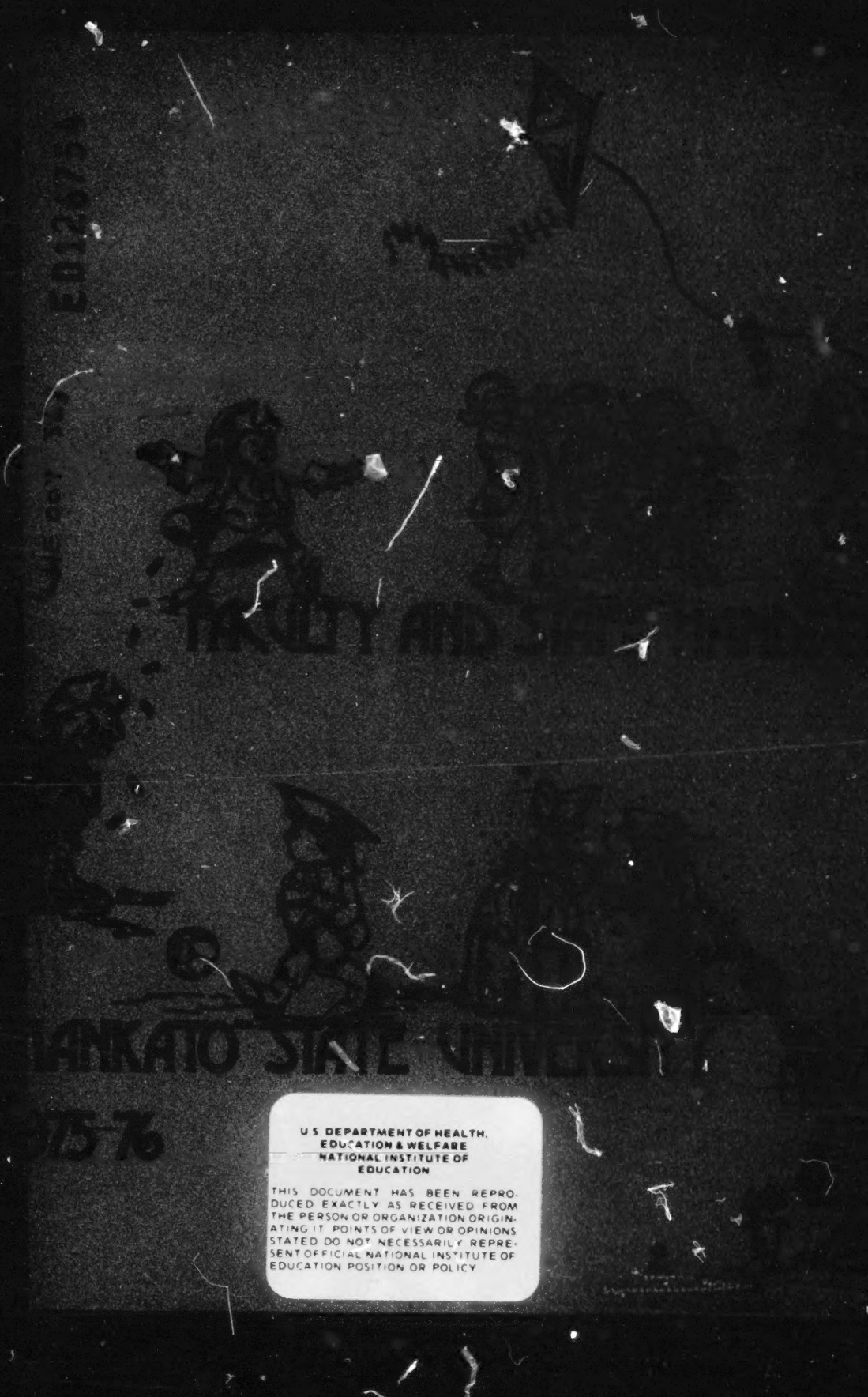

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MANKATO STATE UNIVERSITY

OFFICE OF THE PRESIDENT/(507)389-1111

MANKATO, MINNESOTA 56001

September 10, 1975

There is not a single instance in recorded history of a Faculty/Staff Handbook having been included on a list of favorite readings.

But it is our hope that this publication will give you information necessary to the daily performance of your tasks at the university. This is a large and complex campus and the procedures described herein are intended to facilitate your work.

If it succeeds in that venture we shall gladly leave to others the goal of being ranked on reading lists; if it does not, your suggestions for improvements will be gratefully received.

My best wishes for a satisfying and productive year at Mankato State.

Sincerely,

Douglas R. Moore
President

an equal opportunity employer

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UNIVERSITY ADMINISTRATION

Central Administration

President. The role of the university president is identified in chapter six of the State University Board Governing Rules. The following excerpts represent an overview of the president's responsibilities.

> *The president is the chief executive officer of the university and as such is responsible and accountable to the Board through the chancellor for the operation of the university and its educational and related program. . . He is empowered to take any action appropriate or necessary to carry out the duties and responsibilities assigned to him or his office. He may delegate the duties assigned to him to other administrative officers or other agencies of the university, including faculty members, students, or university committees, subject to his right to resume any duty he delegates.*
>
> *. . . The president shall make certain that the affairs of the university are conducted in accordance with all relevant statues, rules or appropriate state agencies, these governing rules, internal rules, operating policies, and university constitution.*
>
> *. . . The president is ultimately responsible for recruiting, appointing, retaining, removing and imposing sanctions on; granting salary increases, tenure, and promotion to; and defining the duties of all persons employed by the university, including members of the faculty and administrative officers. . .*
>
> *. . . The president shall take all reasonable action to promote and protect the health and safety of all persons on the university campus.*
>
> *. . . The president is responsible for preparing, reviewing, approving, and implementing all university budgets and fiscal plans.*

Vice President for Academic Affairs. Responsible to the president for matters pertaining to instruction, the faculty and the curriculum. This includes responsibility for assessing the curricular offerings of all schools and divisions and recommending budget allocations for all phases of the education program.

Academic programs and administrative units reporting to the vice president for academic affairs include schools and divisions, admissions, registrar, institutional research and evaluation, media system, community programs and services, and research and grants. In addition, the office coordinates the faculty improvement grant program, as well as sharing responsibility for the institution's student orientation/advising program with the vice president for student services. Contact Margaret Preska, Vice President for Academic Affairs; Old Main room 103; phone 1312.

Vice President for Student Services. Responsible to the president for areas of student life not directly associated with the instructional program. Programs and administrative units under the vice president's direction include financial aids, counseling and psychological services, career development and placement, centennial student union, housing, international students, health center, food service, and the residence hall conference center. The vice president for student services has a shared responsibility for the allocation of student activity funds with the resource management office and the director of business affairs. Additionally, the vice president is responsible for developing and recommending budgets for the residence halls, cafeteria and the student union. Contact Carl Lofy, Acting Vice President for Student Services; Student Union room 225; phone 2123.

Assistant Vice President for Resource Management. Responsible to the president for institutional budget development, personnel management (classified and unclassified), computer services, and the business affairs office. The assistant vice president shares responsibility for the allocation of student activity fee funds with the director of business affairs and the vice president for student services. Contact E. R. McMahon, Assistant Vice President for Resource Management; Old Main room 213; phone 6623.

University Relations Officer. Responsible to the president for the administration of university publications, informational services, presidential convocations, commencements, university communications, development, and serves as the legislative liaison. Contact John Nodowanic, Director of University Relations; Old Main room 217; phone 2021.

Director of Business Affairs. Responsible for the supervision of the business operations of the university, including purchasing, cash control, accounting, monitoring of income and expenditures, as well as a responsibility for the administration of student activity fee accounts. The director reports to the assistant vice president for resource management and the president as appropriate. Contact Dean Trauger, Director of Business Affairs; Old Main room 222; phone 2264.

Facilities Management Officer. Responsible to the president for capital improvements, campus planning, and the move of valley campus programs and activities to highland campus. This office brings together into one unit some of the activities formerly assigned to the executive vice president with those previously held by the Office of College Management including inventory, security services, vehicle pool and buildings and grounds. Contact the Facilities Management Officer; OM room 215; phone 6418.

Executive Assistant to the President. Responsible to the president for the proper functioning of all phases of the work of the president's office. Contact Judith Mans, Executive Assistant to the President; Old Main room 108; phone 1111.

Schools and Divisions

Schools Deans and Division Chairpersons. As administrative head of a school, the school dean or division chairperson plays a leading role in the development of the academic program and the allocation of personnel and other resources. The dean is responsible for the faculty of the school and reports to the vice president for academic affairs. The dean or division chairperson, with the assistance of department chairpersons and center and institute directors, coordinates the assignment of classroom space, prepares class schedules, develops recruiting procedures, is responsible for budget preparation and control and prepares recommendations on faculty appointments, salaries, promotions, and retentions.

Department Chairpersons, Center and Institute Directors. These individuals serve as the administrative heads of their particular academic programs and, working closely with their faculty, provide leadership in the development of other policies and procedures. They are responsible for the efficient management of their programs and report through their respective dean or division chairperson to the vice president for academic affairs.

School of Arts and Science. The school of arts and science is characterized by diversity and depth. It offers academic programs, utilizing the combined strength of more than 200 faculty, which range from the more traditional liberal arts programs to institutes of environmental studies and urban and regional studies. Its more than twenty programs not only include departments and institutes but also project centers such as the Southern Minnesota Historical Center. The school contributes toward a broad liberalizing education which helps students develop individual talents. Student advising services are available in the dean's office. Contact Elwood Ehrle, Arts and Science Dean; Armstrong Hall room 226C; phone 1713.

School of Business. Programs offered by the school of business consist of a general education background, business core, and areas of concentration in accounting, management, marketing, finance, economics, international business, aviation management, and construction management. A graduate program is available, and it is offered both on and off campus. Research facilities for faculty and students are provided by the school through the bureau of business and economic research with economic education services for area schools offered by the center for economic education. Student advising services are available in the dean's office. Contact Morgan Thomas, Business Dean; Nichols room C-087A; phone 2963.

School of Education. In addition to providing strong undergraduate and graduate programs for teachers, counselors and administrators, the school also offers non-teaching programs in psychology, media, industrial and technical studies, home economics and vocational rehabilitation counseling. The school of education is organized into five major areas and has established five coordinator positions. The major areas include the center for advanced professional proficiency, the center for curriculum and learning strategies, the center for cultural and behavioral education, the center for vocational competency, and the center for experiential and alternative education. Coordinator positions established include those in research and publications; field studies; clinical experiences; recruitment, admissions, retention, and teacher certification; and human relations. Student advising services are available in the dean's office. Contact Benjamin Buck, Education Dean; Armstrong Hall room 118; phone 1215.

School of Health, Physical Education and Recreation. Departments within the school include health science, physical education, recreation and park administration, and athletics. Through these disciplines the school offers general education courses; provides leadership, equipment, and facilities for student recreation; provides highly skilled students with intensive instruction – with opportunities to test their level of skill in competition with students of other colleges and universities; develops curricula to prepare students for careers in physical education, health and recreation; coordinates the physical therapy and occupational therapy programs; and contributes interdisciplinary courses to the programs of the other areas of the university. Student advising services are available in the dean's office. Contact Roy Moore, HPER Dean; Highland Arena room 122A; phone 6314.

School of Graduate Studies. The school offers master and specialist degrees in a variety of areas. The master of science program is firmly established with about 3,000 degrees granted through spring quarter, 1975. The master of art, degree is offered in sixteen areas, with over 500 degrees awarded in the past eight years. Master degrees offered include the master of arts in teaching, master of music, and master of business administration. Specialist degrees available include those in curriculum and instruction and educational instruction. The faculty senate's committee on graduate academic programs, composed of representatives of the graduate faculty and graduate student assembly, provides assistance in the development of graduate policies governing the operation of the school. Contact Winston Benson, Graduate Dean; Old Main room 100; phone 2321.

Division of Nursing. The division of nursing offers a four year program leading to a bachelor of science degree and the R.N. The curriculum offers students an opportunity to develop a sound theoretical and clinical basis for the professional practice of nursing. In 1974 the challenge examination program was implemented for registered nurse students who are graduates of either hospital diploma or associate degree programs. These nurses may earn a baccalaureate degree by 'challenging' a number of courses in the generic program. Opportunities for continuing education offered by the division assist registered nurses in our nine county regional development area to update their knowledge and skills enabling them to meet state requirements for re-licensure. Contact Rita Kroska, Division Chairperson; Nelson Hall room 117; phone 1121.

Community Programs and Services. The dean of community programs develops and maintains a schedule of community and continuing education programs, off-campus (extension) classes, regional services, and services and programs involving students, faculty, community resources, business and industry. The extended campus division of community programs and services develops programs for new clientele in communities in the university's service area so that courses and programs can be made accessible to southern Minnesota residents who have formerly been unable to pursue or complete university work. Contact Harry Fitterer, Community Programs Dean; Old Main room 218; phone 2573.

Media System. The media system, consisting of Memorial Library, valley campus reading room and reprographic service, music library, and Wilson Campus School media center, supports the academic program and is responsible for the selection, acquisition, preparation, organization, assistance, and instruction in the use of media materials and technology. As of June 30, 1975, the library's collection consisted of 447,621 volumes, 616,561 units of micro-text, 54,337 maps and aerial photographs, 7,228 records and tapes, 2,115 periodical subscriptions, 34 newspaper subscriptions, 1,961 films and videotapes, and 7,000 units of other non-print media. The collection is augmented through the use of the Minnesota Interlibrary Tele-Communications Exchange (MINITEX) which permits rapid access and retrieval of materials in library collections throughout Minnesota.

The media system has depository centers for both Minnesota state documents and federal government documents; a depository for the U. S. army map service and U. S. geological survey regional maps; a center for Minnesota studies, which is affiliated with the state historical society; and a complete data processing equipment center with on-line computer terminals housed within Memorial Library.

Services include the rental and maintenance of a 16mm film library, provision of equipment and supplies for the university autotutorial program, a recording sound booth, audio listening stations, television studio, portable video equipment distribution, duplication of audio and video tapes, duplication and paper copies of microforms, coin-operated Xerox machines, central duplicating and printing, photographic and graphic art services, duplication of instructional materials, photo-offset printing, photographic film processing and printing, 2 x 2 slide preparation and duplication, overhead transparency production, general mounting and laminating, maintenance and repair of all media technology equipment, 16mm film production, design and fabrication of instructional equipment, and consultation on the preparation and acquisition of all types of media resources. Special services for faculty include interlibrary loan, provision of study carrels, availability of conference and seminar rooms, procedures for reserve of materials, equipment, media system orientation and instruction for individuals and groups, and development of special bibliographies and materials collections. Contact Dale Carrison, Director of the Libraries, Memorial Library room 1010, phone 1811; Ed Colby, Executive Director of Media Systems, Lincoln Hall room 113, phone 1181; Russ Amling, Director of Reprographics, Lincoln Hall room 116, phone 1181.

Health-Related Programs. The dean of health-related programs provides consultative and coordinating services to health related programs including dental education, nursing, medical technology, emergency health care, and health science. The programs are developed and housed where they seem best fitted administratively in terms of curriculum, faculty, facilities, equipment or space utilization. Contact Francis Pyne, Dean of Health-Related Programs; McElroy Center I-139; phone 2729.

Administrative and Support Services

Admissions. The admission of undergraduate and transfer students is coordinated by the office of admissions. It is responsible for the disqualification of students for academic reasons and the readmission of disqualified students. Contact Ross Alm, Director of Admissions; Old Main room 117; phone 1823.

Alumni Services. The director of university relations maintains a continuing contact with university graduates. The alumni office, a component of the university relations office, works with the alumni association board of directors in implementing programs which include the publication of the quarterly newspaper, Mankato State University Today, annual alumni gift campaigns, arranging alumni events and providing such other services requested by the university's alumni. Contact John Hodowanic, University Relations Officer; Old Main room 217; phone 2021.

Auxiliary Services. The coordinator of auxiliary services reports to the facilities management officer and is responsible for the operation of the vehicle office, post office, and the supply room. Auxiliary services also handles applications for the use of university facilities and the scheduling of the university owned bus. Contact Mike Hodapp, Auxiliary Services Coordinator; Old Main room 115; phone 1322.

Campus Planning. The director of campus planning reports to the facilities management officer and is responsible for creating a physical environment conducive to the mission of the university, planning for future campus expansion, programming new buildings, and expediting actual building construction. In addition, the director assists in coordinating local campus development plans with those of the State University Board central office and the state architect. Contact Ira Johnson, Director of Campus Planning; Old Main room 115; phone 2225.

Career Development and Placement Center. The center assists students, alumni, as well as faculty and staff in planning for and seeking new careers. The center provides career planning services and placement opportunities. Contact David Hendel, Career Development and Placement Center Director; Crawford-McElroy Commons; phone 1918.

Computer Services. The director of computer services is responsible to the assistant vice president for resource management for providing computing services to academic and administrative units. The director also serves as the institution's representative to the Information Services Division of the Minnesota State University Board and consults directly with the board office's director of information services on matters related to the operation of the Mankato State University Regional Computer Center. Contact Layne Hopkins, Computer Services Director; Old Main room 112; phone 6651.

Counseling and Psychological Services Center. The center provides services to students and staff members with educational, vocational, personal and social problems. The center, which is located on the first floor of I-wing, McElroy Center, provides administration and interpretation of achievement, aptitude, personality and interest tests, and serves as a site for the GRE, CLEP, DHAT, LSAT, ACT, ATGSB, and MAT tests.

The center maintains an extensive veterans service program, consisting of vocational and personal counseling, veteran's outreach services, coordination for veteran's concerns on campus, development of individual veteran's programming and veterans administration information. These services are available to student and non-student veterans at no charge.

In addition, the center conducts a number of other programs, including [illegible] consultative services, peer contact, and marriage counseling. Contact Tina [illegible], Director of the Counseling and Psychological Services Center, McElroy Center [illegible]

Financial Aids - Students. The student financial aids office [illegible] a wide variety of financial aid including SEOG, workstudy, NDSL, emergency loans, [illegible] etc. It also assists students in finding workstudy and other types of employment. [illegible], Financial Aids Director; McElroy-Crawford Commons [illegible]

Health Services. The University Health service, located in [illegible] for all students that are currently enrolled. Services available include [illegible] x-ray procedures, minor surgery, first aid and emergency care. [illegible] only in the event of an emergency. Health service hours are [illegible] an emergency should occur between 4:30 p.m. Saturday through [illegible] St. Joseph's Hospital Emergency Room at [illegible] hospital.) Contact Karen Daleske, Health Service Director, [illegible]

Institutional Research and Evaluation. [illegible] to the operation of the university and for those studies which may be useful [illegible] the university and its programs. In addition, the staff consults with faculty, students, administrators, [illegible] and implementation of evaluative and survey activities, including [illegible] Contact Bill Webster, Director of Institutional Research and Evaluation, [illegible]

International Students. The international student office, [illegible] is charged with the responsibility of providing foreign student services, [illegible] international social, cultural and educational activities. There are approximately [illegible] State University, representing forty different nations. [illegible] Crawford-McElroy Commons; phone 9614.

Minority Groups Studies Center. The center provides special services [illegible] in the field of minority studies. The center's director is responsible [illegible] offers socio-cultural programs, recruits minority students, [illegible] needs of minority students, and provides counseling and tutoring services. [illegible] services to community organizations. To facilitate programming efforts, [illegible] Center have been established. Contact Michael Pegan, Minority Groups Studies Center, [illegible] phone 6125.

Personnel. Responsible for the coordination and processing of position [illegible] employees. The personnel office also [illegible] as a labor liaison with AFSCME Local 638, coordinates the training and staff development programs, [illegible] information on employee insurance and other benefits. The [illegible] the responsibility of the appropriate vice president or other [illegible] Old Main room 213; phone 7414.

Physical Plant. The physical plant office reports to the business management office and is responsible for general repair, utility plant and utility maintenance, delivery services, [illegible] Bob Isdahl, Physical Plant Director, Cooper Center [illegible]

Registrar. The registrar is responsible for the development of [illegible] records and student grade reports. Contact Andrew Dell, Registrar, [illegible]

Research and Grants. The office is responsible to the vice president for academic affairs for coordination of the university's grant requests to governmental agencies, corporations and individuals. It assists faculty and staff members in writing such requests. All grant proposals are to be approved by the director of research and grants prior to submission to external agencies. Contact Virgil Christensen, Director of Research and Grants; Old Main room 100; phone 2321.

Residence Halls - Residential Life Office. The university has accommodations for over 3,000 students in its four residence halls - Gage Center on the valley campus, Gage, McElroy, and Crawford Centers on the highland campus. The primary objective of the residence hall program is to provide both comfortable living facilities and a wide variety of opportunities for significant educational experiences. Contact Tom Heaney, Director of Residential Life; Crawford-McElroy Commons; phone 1011.

Security Services. This office is responsible for the security of buildings and all state-owned property, reporting safety hazards on campus for correction, insuring compliance with the university parking regulations, maintaining the CENTREX telephone system and lost and found controls. It also works closely with the Mankato Police Department to coordinate city police services on campus. Contact Frank Korth, Coordinator of Security Services; Old Main room 115; phone 2578 or Vern Nelson, Associate Coordinator of Security Services; Old Main room 118; phone 2111.

Student Union. The Centennial Student Union serves as the community center for all elements of the university community. The union supports a wide range of activity programs including concerts, lectures, films, dances, etc., through the council for union student activities (CUSA) and similar committees. Policy for the student union is developed by the student union committee, a standing committee of the student senate. Facilities are available on a reservation basis through the union reservation desk. Contact Roy Lashway, Student Union Director; Centennial Student Union room 238; phone 2222.

Women's Studies Program. Women's studies attempts to bring women together to identify their special needs and problems. The advisory board on women's programs has been established to assist in the development of an inter-disciplinary minor in women's studies. The proposed minor, largely based on courses offered within the school of arts and sciences, also will include courses from the schools of education, business and HPER (health, physical education and recreation). The board expects the minor to have academic and non-academic aims, e.g., to study women's issues through the traditional disciplines and to build self esteem. Contact Margaret Cruikshank, Coordinator of Women's Studies; Old Main room 217; phone 2524.

Campus Media

News Bureau. The information services office (news bureau) reports major occurances and upcoming events to area news media on a daily basis. The bureau also produces a newsletter for the faculty and staff which is distributed to every employee each Monday. The deadline for submitting news items for publication in the newsletter is each Thursday. Faculty and staff are encouraged to report any items of interest concerning themselves, fellow employees, or their programs to the bureau. Contact Lowell Schreyer, Old Main room 217; phone 2523.

Medicine Jug. Published quarterly, the Medicine Jug is the university's literary general magazine. It is supported by student activity fees and is totally student managed. Staff may submit news articles, short stories, poetry, photography and editorial essays for review and possible publication. Contact Mary Kolb, Editor in Chief; Student Union room 244; phone 1749.

Mankato State University Reporter. The Reporter is published Monday through Thursday and distributed to points throughout the campus and community. The morning tabloid has a circulation of 8,000 and is available without charge to students and staff. The newspaper is managed by students and supported through advertising revenue and a subsidy from student activity fees. Staff members may publicize events by submitting appropriate information to the Reporter's editorial office. Contact Pat Wolff, Editor in Chief; Student Union room 243; phone 1776.

KGMA Radio. KGMA-AM is a student operated radio station broadcasting by carrier current to the university residence halls. The station broadcasts contemporary-commercial programming 19 hours a day, seven days a week, at 800 on the AM dial. Management and program decisions are made by the station's student manager in consultation with KGMA's radio advisory council–a group consisting of a representative from each residence hall and a representative from the student housing committee. Contact Marilee Rickard, Station Manager; Gage Center B-Tower; phone 1898.

KMSU Radio. KMSU-FM is the university's educational, non-commercial radio station. The station operates from 7:00 a.m. until midnight at 90.5 on the FM dial. KMSU is a laboratory for broadcasting majors of the mass communications institute. Contact Steve Wolf, Director of Radio; Old Main room 401; phone 2921.

Publications. The publications division, a component of the university relations office, assists faculty, students, and administrative and academic units in the development of brochures, pamphlets and undergradrate and graduate bulletins. It provides professional and technical assistance in the preparation of copy, design, layout and final composition of such publications. Contact Anita Stone, Director of Publications; Old Main room 217; phone 2121.

UNIVERSITY POLICIES AND PROCEDURES

Status of Internal Policies and Procedures. All university regulations and administrative procedures must be consistent with State University Board Governing and Internal Rules. The institutional policies found herein supplement those board rules and serve as additions to the regulations found in the 1975-76 Undergraduate Bulletin, 1975-76 Graduate Bulletin, 1975 Graduate Policy Handbook, and the Business Office Procedures Manual. A personnel procedures manual is being developed for distribution to departments during 1975-76.

Instructional

Auxiliary Courses. New undergraduate courses may be taught on a temporary basis without formal approval from the undergraduate academic programs committee. Such courses are termed auxiliary courses, and they will be automatically deleted from the approved course file and may not be offered after having been offered twice, or after they have been on the approved course file for two years (ten quarters, including summer sessions), whichever occurs first. All auxiliary courses offered during a school year will be listed in the Undergraduate Bulletin under departmental course descriptions. An auxiliary course may not be added to the quarterly or summer class schedule. A proposed course must be reported simultaneously to the committee on undergraduate academic program, the school office, and the registrar's office after it has been approved by the department chairpersons and has tentative approval of the dean of the school. Contact Don Jorgenson, Associate Registrar; Old Main room 105; phone 6266.

Bookstore/Textbook Policies. All required textbooks and supplementary classroom/laboratory material must be approved by the department chairperson, institute director, school dean or division chairperson and the office of the vice president for academic affairs. A list of such material is approved by the vice president for academic affairs and is available to the highland campus shop bookstore and any other bookstore requesting a copy. Changes in textbook and/or supplementary material will be taken only on approved forms.

School deans or division chairpersons are responsible for reporting required books and supply needs to the vice president for academic affairs at least 45 days prior to the beginning of each academic quarter. Normally, such items are used for a period of three years. Textbook and supply orders are required by the highland campus shop bookstore approximately nine weeks before the beginning of each new quarter.

Summer sessions I and II orders are to be submitted nine weeks prior to the beginning of summer session I. Textbooks in inventory which are not being used during the next quarter will be returned to the publisher before the quarter is completed. Each instructor will be notified two weeks prior to the date of return, which will be approximately seven weeks into the quarter. Highland campus store hours are 7:45 a.m. to 4:30 p.m. Monday through Thursday and 7:45 a.m. to 3:00 p.m. Friday. Valley store hours are 9:30 a.m. to 2:00 p.m. five days a week. Contact Roger Stamm, Highland Campus Shop Bookstore, Centennial Student Union; phone 2317.

Class Scheduling and Examination Schedules. Class schedules are submitted quarterly to the vice president for academic affairs office through the school deans and division chairpersons. These official schedules are to be followed in all classes unless written approval for change has been issued by the office of the vice president for academic affairs in consultation with school deans and division chairpersons. Absences requiring changes in the class or exam schedules must be approved by the department chairperson, school dean, and the vice president for academic affairs. Changes in classes or examination schedules are not permitted for the purpose of modifying an employee's vacation schedule. Unauthorized changes in official schedules for either classes or examinations will be considered an absence from assigned duties. Contact the appropriate school dean or division chairperson.

Course Outlines. Each school, division and department has on file a course outline of each course listed in the undergraduate and graduate bulletins under the school, division or department. Course outlines are revised from time to time to bring the subject matter and/or procedures up to date with recent developments in the field.

10 Changes in course outlines must be approved by the department or center and the school or division. Such changes in content are generally made in consultation with the curriculum committee of the department involved. Changes in course titles or numbers should be considered for approval by the committee on undergraduate academic programs or the committee on graduate academic programs on the recommendation of the school dean or division chairperson. Since many courses serve as a prerequisite base for other courses, approved course outlines should be followed in order that students will not be handicapped in succeeding courses. Contact the appropriate school dean.

Extended Campus. The following guidelines have been developed to permit the office of community programs and services to expedite processing of documents relating to salaries and reimbursement expenses for faculty.

1. Expenses or salaries can be allowed only for extended campus classes scheduled through the office of community programs and services.

2. Authorization for reimbursement and overload pay will be made by the office of community programs and services to each faculty member upon fulfilling the following responsibilities:

   a. Filing of class list of registered students with the office of community programs and services, after second week of class.

   b. Determination that all class registrations are completed and cleared by the registrar's office.

3. Shared-travel scheduling is essential for economic and energy conservation purposes. Reasonable schedules will be developed by the extended campus programs. The office of community programs and services is unable to approve expenses for other travel program transportation modes.

4. Completed reimbursement requests must be submitted monthly, no later than the 20th of the month following that month in which the expenses were incurred. Retroactive expenses cannot be approved. Employees should follow reimbursement procedures and complete forms detailed in sections A-2 and D of the Business Office Procedures Manual which is available in each department office.

5. Maximum allowable expenses will be computed on the basis of one faculty person traveling by state car to the course delivery site at the rate of ten delivery dates per course, plus the price of the appropriate meal as described under State University Board policy.

   - Reimbursement for course expenses which exceed these maximums will not be authorized.

   - Reimbursement to faculty who accrue different or additional expenses (such as additional meals, lodging fees, private car usage, etc.) is not allowable within existing state guidelines.

6. Departments should (a) prepare all instructional materials for the course; (b) prepare the final copies of all expense forms and submit them to the office of community programs and services by the 20th of each month; and (c) file completed course request forms with the office of community programs and services in keeping with described deadlines for each quarter.

Contact Harold Fitterer, Dean of Community Programs; Old Main room 218; phone 2574.

Field Trips. In keeping with the overall policy of the university, faculty have freedom of action in scheduling field trips -- such scheduling to be proscribed within limits of sound professional judgment.

Though the university is prohibited from providing liability insurance for faculty members in respect to their instructional duties the faculty are protected by sovereign immunity to the same extent that they are in the classroom from

liability arising out of their actions as instructors. Should litigation be brought against a faculty member for any action arising out of instructional duties, the attorney general will provide legal counsel at the expense of the state.

University vehicles used for field trips are covered under the state liability insurance policy. Faculty using their own vehicle for which they seek reimbursement are responsible for carrying liability insurance offering sufficient coverage for passengers carried under field trip conditions.

Faculty members should notify their dean's office two weeks in advance of a planned field trip. In addition, faculty members should distribute field trip notification blanks to all students of the class. Contact appropriate dean.

Grade Reports. Faculty members must submit quarterly grade reports for their students on the class roster schedules supplied by the reigstrar's office. The completed schedules must be returned to the registrar's office on or before the dealine set each quarter by that office. Contact Don Jorgenson, Associate Registrar; Old Main room 105; phone 6266.

Incomplete Grade Reports. An incomplete grade report form for each student receiving an incomplete should be attached by the instructor to the grade roster report form before it is accepted by the department or program area. The incomplete grade report form should be filed in the department or program area office. (The course instructor may also want to keep a copy.) When a change of grade form converts the incomplete into a letter grade, the incomplete grade report form should be removed from the files and destroyed. The definition of what constitutes an incomplete is found in the Undergraduate Bulletin. Contact the appropriate dean or Don Jorgenson, Associate Registrar; Old Main room 105; phone 6266.

New Course Approval. To secure approval of an undergraduate or graduate course the following steps should be taken: (1) the course should be presented to the department/institute/center in which the course is to be offered, and, if approved, it should be forwarded to the school or division curriculum committee; (2) when the school or division has officially approved the course, the school dean or division chairperson should recommend the proposed new undergraduate course to the committee on undergraduate academic programs or graduate course to the committee on graduate academic programs. In recommending the course to the undergraduate academic programs committee a completed 'proposed new course' form should be submitted; (3) after the course has been approved by the appropriate committee, it may be recommended for the president's approval by the academic vice president. Upon approval by the president, it may be listed in the official university bulletins. New degrees, programs, majors, and minors must be approved by the State University Board and the Higher Education Coordinating Commission before listing. Contact the appropriate dean or division chairperson. (Appendix C, Form 1)

Senior Citizens Higher Education Program. Senior citizens who are 62 or over may enroll in any course for which all pre-requisites listed in the university catalog have been fulfilled. However, they will be admitted on a 'space available' basis only, and will be assessed an administrative fee of $2 per credit hour if credit is not desired, and no activity fees will be charged. Contact Don Jorgensen, Associate Registrar; Old Main room 105; phone 6266.

Smoking Regulation. A resolution passed by the university assembly prohibits smoking in all classrooms. Smoking is permitted only in designated areas in other campus buildings. The university is reviewing the regulation to insure compliance with legislation recently adopted by the Minnesota Legislature.

Personnel

Absence from Duty. Applications for absence for reasons other than illness may be made on forms available in the appropriate dean's office or department chairperson or center or institute director. When completed, the form should be submitted to the department chairperson for processing. Except in cases of emergency, the request should be presented at least ten class days in advance of the requested absence date. Unclassified employees contact the appropriate dean or department head or Andrew Een, Assistant Vice President for Academic Affairs; Old Main room 103; phone 1221. Classified employees contact supervisor or Joel Kosbab, Personnel Director; Old Main room 213; phone 2414. (Appendix C, Forms 2 & 3)

Appointment and Promotion Policy – Classified Employees. An applicant for classified employment must be on the appropriate eligibility list before being considered for a vacancy. Vacant positions are posted to all for bidding by present employees. Bids are awarded to the employee with the most seniority. If there are no bids, the position is filled by appointment from the eligible list. This same process applies to promotional appointments. An employee is usually appointed to the first step of the salary range and progresses through the steps of the range at regular intervals, in accordance with Article XVIII of the agreement between the state of Minnesota and AFSCME, Council 6, AFL-CIO. Cost-of-living salary adjustments and 'A' schedule achievement awards are also granted in accordance with Article XVIII. Contact Marilyn Wolner, Personnel Aide; Old Main room 207; phone 2016.

Appointment and Promotion Policy – Unclassified Employees. Appointment applications for an unclassified faculty or administrative position must conform with and be processed according to established hiring procedures. The university is unable to assume responsibility for salary liabilities or related expenses which may be incurred prior to formal approval of a UP-1 appointment form. Departments filling faculty vacancies should follow normal search procedures utilizing affirmative action hiring techniques. Once the department reaches a decision, it must initiate an appropriate UP-1 appointment request form – no verbal or written confirmation of employment is to be given to a candidate until the UP-1 has been approved by the appropriate vice president. Copies of the approved appointment forms will be returned to the originating department by the vice president. Contact Joel Kosbab, Personnel Director; Old Main room 213; phone 2414.

Current policies governing promotion of unclassified personnel are developed by the committee on appointment, promotion and tenure for review by the appropriate vice president or administrative officer. Promotion requests for unclassified employees are forwarded on UP-2 change in appointment forms to the appropriate vice president. For faculty, prior to final action on the promotion request, the committee on appointment, promotion and tenure reviews and recommends to the appropriate vice president. Contact appropriate vice president or E. R. McMahon; Assistant Vice President for Resource Management; Old Main room 213; phone 6623.

Consultants - Appointment of Nonstate Employees. Departments wishing to hire consultants and other nonstate employees to provide instructional or other professional services are directed to carefully review the appointment procedures outlines in Section F-1 and F-2 of the business office procedure manual located in each departmental office. Contact George Rosnau, Business Office; Old Main room 222; phone 2262.

Emergency Closure. This refers to an interruption in normal university operations resulting in a short-term interruption in employment. Such closures may occur because of adverse weather conditions, safety hazards, shortages of materials, etc. Consistent with state requirements, employees on twelve-month contracts will be expected to cover their normal working time lost during a closure by utilizing accrued annual leave to their credit or by working an equivalent amount of time within the same pay period. If the employee elects neither of these alternatives, he/she will not receive compensation for the closure involved. Employees on less than twelve-month contracts will receive their regular compensation and will be expected to make arrangements to make up any classwork missed sometime during the remainder of the academic quarter. Contact Joel Kosbab, Personnel Director; Old Main room 213; phone 2414.

Employee Suggestion System. The state of Minnesota has established an employee suggestion system allowing university employees to recommend changes which contribute to efficiency and economy in the operation of the university, improve public relations, and/or which promote employee welfare and job satisfaction.

Employee recommendations are reviewed by the State Employee Merit Award Board and good suggestions may be recognized by a monetary reward to the employee. Idea forms for submitting any employee's suggestion to the State Merit Board are available from the personnel office. Contact Marilyn Wolner, Personnel Aide; Old Main room 206; phone 2016. (Appendix C, Form 3)

Extension Work and Faculty Load. The work of conducting off-campus, evening and Saturday classes is an integral part of the regular university program – approximately thirty percent of the total enrollment at the university occurred through the extended campus program during the last academic year. Regular staff members may be assigned to such classes as part of their normal teaching load. All staff members may expect to participate in some of these courses. Contact Andrew Een, Assistant Vice President for Academic Affairs; Old Main room 103; phone 1221.

Faculty Improvement Grant Guidelines. These grants are made available to staff members in order that they might have the opportunity to conduct research or study information relating to their field. The state legislature has appropriated funds for faculty improvement grants and the following guidelines are employed by the committee on faculty appointment, promotion and tenure in awarding grants:

1. Grants will be awarded up to a maximum of $1,500 for an equivalent in time of one(1) quarter or two (2) summer sessions and a maximum of $750 will be awarded for an equivalent in time of one-half (½) quarter or one (1) summer session. If persons applying for a grant have received previous grants amounting to the maximum of $1,500, an additional grant will not be approved as long as there are applicants that have not received the maximum.

*2. Terminal degree pursuit. One quarter release with grant up to a maximum of $1,500. This may be altered for a summer grant or a partial reduction of teaching load.

*3. Postdoctoral for people not eligible for a sabbatical. The same amount as above.

*4. Observation grants for improvement of teaching. Travel to other institutions for short periods to explore a process or equipment that might improve the teaching of the persons requesting the grant. Such grants would be in addition to salary.

*5. On-campus study related to improvement of teaching at the university. This would generally be a reduction of a course from the teaching load. The grant would pay for the replacement.

*6. First consideration will be given to the category of terminal degree pursuit.

7. No one may receive a grant and also receive a regular salary, with the exception of those individuals receiving grants under provisions contained in item 3, 4, and 5. In these cases, grants will be made available so long as absence from campus will not interfere with teaching duties and amount of grant supports only travel, meals, housing, necessary materials and other out-of-pocket expenses directly related to the project.

8. The committee reserves the right to award partial grants for those applications dealing with funds for travel or materials.

9. Persons in their terminal year of employment at Mankato State University will not be eligible for a grant.

*10. All persons receiving a grant of any amount will be obligated to return to Mankato State University for one (1) year following their grant period. If a person chooses not to return to Mankato State, the grant must be repaid in full.

11. A follow-up report must be submitted by all persons receiving a grant to the academic vice president and the committee on faculty appointment, promotion and tenure.

* These guidelines are those established by the State University Board. Contact Andrew Een, Assistant Vice President for Academic Affairs; Old Main 103; phone 1221.

Insurance. Health and life insurance are provided for faculty and staff consistent with state legislation and negotiated labor agreements. Coverage is paid for by the state of Minnesota. Personnel employed on a temporary basis or for less than three-fourths time are not eligible for benefits. Those employed half-time to three-fourths time may enroll in the group plan at their own expense. Employees on sabbatical leave are covered by the insurance plan. Enrollment in the insurance plan is not automatic with employment - appropriate forms must be signed in the personnel office before it is in effect. Optional insurance coverages are available at employee expense including employee dependent life, dependent health, disability plans, accidental death, additional employee life, etc. Contact Marilyn Wolner, Personnel Aide; Old Main room 206; phone 2016.

Leaves – Classified Employees. Provisions for leaves affecting classified employees are found in state department of personnel rules 134, 135, 136, 178, 138, 139, 140, 143, 144, 145, and Articles VII and VIII of the labor agreement between the Minnesota State University System and Council 6, American Federation of State, County and Municipal Employees (AFL-CIO). These rules and articles affect such areas as vacation leave, sick leave, maternity leave of absence without pay, leave of absence with pay, leave of absence without pay, military leave and absence with leave, leave to accept unclassified service, other leaves, and leave cancellation. For additional detail it is recommended that classified employees refer to these rules and provisions of the labor agreement. (Appendix C, Form 3).

Sick Leave. An employee shall be granted sick leave with pay at a rate of four hours per pay period, to the extent of his/her accumulation, for absences necessitated by reason of illness or medical disability; by necessity for medical or dental care; by exposure to contagious disease so that his/her attendance on duty may endanger the health of fellow employees or the public, or by illness of a spouse, minor children, or parent and spouse's parent living in the household of the employee, for such periods as his/her attendance shall be necessary. The use of a reasonable period of sick leave shall also be granted in cases of death of the spouse and parents of the spouse and the parents, guardian, children, brothers, sisters, or wards of the employee.

Whenever possible, employees must submit their request for sick leave to their immediate supervisor in advance of the absence. When an employee cannot obtain advance approval, it shall be his/her responsibility to notify his/her supervisor by telephone or other means as soon as possible after the normal reporting time. Supervisors shall be required to answer all requests for sick leave promptly. Employees utilizing leave under this section shall furnish a statement from a medical practitioner upon the request of the employer for absences in excess of three work days, or when the employer has reason to believe that an employee has abused or is abusing sick leave.

Maternity Leave. Requests for maternity leaves of absence shall be submitted two weeks in advance and shall be granted to all pregnant employees who request same. The leave shall commence on the date requested by the employee and shall continue up to six months, provided, however, that maternity leave may be extended in accordance with department of personnel rule 144. Employees returning from a maternity leave shall be reinstated to the original job or to a position of like status and pay.

Union Business. The employer shall approve written requests from the union for leave without pay for employees elected to any union office or selected by the union to do work which takes them from their employment with the employer. Employees at Mankato State University shall be permitted to adjust their hours of work to permit their attendance at regular or special meetings of AFSCME Local 638.

Employees who desire to make these adjustments must receive prior approval from their immediate supervisor five calender days in advance of the meeting date, such approval is not to be unreasonably withheld. The employer reserves the right to rescind this approval in the event of an emergency or other unusual conditions. Employees shall receive no compensation for time spent at union meetings, but may utilize vacation leave or work extra hours if work is available to prevent a loss of earnings.

In the event work is available and an employee elects to work extra hours to offset time spent at union meetings, the employer shall have no liability for overtime hours or pay until the employee has worked an amount of time outside his or her regular shift which is equal to the amount of time spent at a union meeting.

Application for Leave. Any request for a leave of absence shall be submitted in writing to the employee's immediate supervisor. The request shall state the reason the leave of absence is being requested and the approximate length of time off the employee desires. The employer shall respond to such request within two weeks of the request.

Leaves – Unclassified Employees. Regulations related to leaves for unclassified employees are found in the State University Board Internal Rule No. 2 (amended January, 1975). The rule affects such areas as annual leave, sick leave, emergency leave, military leave and absence with leave, court related leaves of absence with pay, sabbatical leave and leave of absence without pay. For additional detail it is recommended that faculty and other unclassified employees refer to the actual text of the board's internal rule No. 2, copies of which can be obtained from the personnel office. Institutional policies which further define or augment provisions of internal rule No. 2 are noted below:

Sick Leave. When absent because of illness, unclassified employees should notify the school dean or division chairperson as far in advance as possible so arrangements may be made for classes. The employee is required to complete an absence report form and return it to the school dean or division chairperson. (Appendix C, Form 2). The university reserves the right to request a doctor's certification before approving a payroll in which a credit is given for sick leaves.

Professional Development Sabbatical. The purpose of the sabbatical is to give the individual faculty member an opportunity to extend his/her education and training and/or to enrich his/her educational and cultural background. Faculty members who have completed seven years of service to the university are eligible to apply for a professional development sabbatical. Normally, not more than one member of a department may be gone on a professional development sabbatical for the same time period, the departmental personnel committee shall recommend to the chairperson priority based upon the department's programmatic needs. (Departments with few faculty should discuss any program implications with their appropriate dean.) Funds must be available to the department before final approval is authorized.

A professional development sabbatical that is granted for more than one quarter shall be remunerated at the rate of one-half of the regular nine-month salary. The department, with the approval of the dean, may use the remaining half of the sabbatical-recipient's salary to employ a substitute and/or graduate assistants to support the department's program. Professional development sabbatical's for one quarter normally shall be remunerated at full pay. The duties of the faculty member shall be assumed by other members of the department. In some instances, a faculty member and the department, with the approval of the dean, may work out a mutually acceptable arrangement whereby the recipient's salary is reduced by a maximum of $2,400 and the money applied to employing a substitute or some other form of assistance to the department.

Faculty members receiving a professional development sabbatical are required to return to the university after the professional development sabbatical for at least one academic year of service. If the faculty members fails to do so, he/she will be required to refund to the university within one year the money paid by the university during the sabbatical.

a. The application shall be submitted to the department chairperson or program leader on the appropriate form. (Appendix C, Form 5)

b. The applicants must be recommended by the department personnel committee, the department chairperson, and the school dean.

c. The applicants must be approved by the academic vice president.

d. Applications must be approved prior to the submission of the class schedule(s) for the quarter(s) involved.

e. Faculty members receiving sabbaticals are required to complete an application form, an agreement form, and a follow-up form. (See appendix C, Forms 5,6, and 7)

Contact Andrew Een; Assistant Vice President for Academic Affairs; Old Main room 103; phone 1221.

Office and Work Hours. Faculty and staff members are required to observe regular office and work hours.

Faculty members should develop and post their office hours on their office doors. Some office hours should be in off-peak periods to accommodate students that may have a unique class schedule. Instructors should announce the location and the office schedule quarterly during the first meeting of each class.

Administrative offices are open and staffed from 8:00 a.m. to 5:00 p.m. Units with insufficient staff should maintain hours of 8:00 a.m. to 4:30 p.m. Offices serving evening students and their instructors may establish additional hours. Summer hours for all administrative departments are from 7:30 a.m. to 4:00 p.m.

Maintenance and physical plant services employees work eight hour daily shift assignments as determined by the physical plant office. The normal work day and work shift shall consist of eight consecutive hours of work -- the normal work week consists of five consecutive work days, Sunday and Saturday inclusive. Consistent with a labor agreement it is the intent of the university to minimize the assignment of employees to Saturday or Sunday work.

Rest period and lunch breaks. All classified employees are granted a 15 minute paid rest period during each four hour shift and a 30 minute lunch period during each eight hour work shift.

Contact Joel Kosbab, Personnel Director; Old Main room 213; phone 2414 or appropriate school dean.

Overload Payment for Unclassified Employees. Additional teaching assignments, such as extended campus offerings, may be assigned to faculty members consistent with State University Board Internal Rule 11 and Operating Policy 4. Unclassified employees required to teach overload assignments will be reimbursed at a rate of $200 per credit hour over the regular load. Faculty may only teach one course per quarter as overload. Generally, a full teaching load for a full-time faculty member is considered to be 12 credit hours per quarter. Contact Margaret Preska, Vice President for Academic Affairs; Old Main room 103; phone 1312 or Joel Kosbab, Personnel Director; Old Main 213; phone 2414.

Overtime Authorization for Classified Employees. The labor agreement between Council 6 of the American Federation of State, County and Municipal Employees (AFSCME) and the Minnesota State University System provides a procedure for allocating overtime for those classified employees falling under the definition of the bargaining unit.

Although funds for payment of overtime are severely restricted, there are emergency and exceptional operational situations where overtime payment for support staff services cannot be avoided. To request the assignment of clerical-technical, custodial and/or maintenance personnel on an overtime basis, unit supervisors should used the following procedure:

(1) Ten days prior to the projected need for overtime assistance, the unit supervisor will submit a written request to either the personnel director (Joel Kosbab) or the physical

plant director (Robert Isdahl). The ten day lead time is necessary in order to comply with the labor agreement provision which requires prior posting of all overtime. The request should include the estimated number of hours of work, the dates, and the projected salary cost. Exceptions to the 10 day notice provision, include those instances where an emergency exists. An emergency situation is considered to be an unanticipated natural or man-made event that precludes planning for the utilization of overtime.

(2) The personnal director shall approve all overtime requests affecting clerical-technical employees. The physical plant director is authorized to approve overtime for custodial and maintenance employees.

While in most instances it may be possible to have the employee designated in your request; the labor agreement provides that overtime be awarded on the basis of seniority. Because of this requirement another individual may be assigned.

Once determination is made as to which employee is eligible for the overtime, a unit supervisor may obtain the employee's estimated hourly rate by calling the payroll office. After receiving approval, the unit supervisor should forward to the business office a CAO-8 form to transfer the necessary funds from other subcodes within the department's account to its classified overtime salary subcode (019). At the conclusion of each pay period the accounting office will make appropriate charges to the accounts affected by overtime work. Contact Joel Kosbab, Personnel Director; Old Main room 213; phone 2414.

Part-time Employment for Students. The financial aids office maintains a list of part-time employment openings for students. These openings are generally off-campus work. Contact Bob Matuska, Financial Aids Office; Crawford-McElroy Commons; phone 1185.

Payroll. Payroll procedures of the university are required by the State Department of Finance. The procedures reflect adherence to established statutory regulations concerning the payment of wages on a bi-weekly pay basis. Paychecks are distributed to each university employee every other Friday following the close of the pay period. Contact Marlene Roede, Payroll Supervisor; Business Office, Old Main 222; phone 2263.

Professional Meetings. Faculty attendance at educational meetings is often essential for continuing professional development. Absences are authorized for such purposes. Request forms for such absences may be obtained from the office of the appropriate vice president. Request for attendance at a conference or convention should include a copy of the program, with a special notation concerning program participation by the person making the request. Such an approved clearance should always be secured before being absent from regularly scheduled duties, and except in emergency cases clearance should be completed at least ten days in advance of the requested absence. Contact the appropriate vice president or E. R. McMahon, Assistant Vice President for Resource Management; Old Main room 213; phone 6623. (Appendix C, Form 2)

Retirement. All regular employees are members of a state retirement plan. Classified employees are enrolled in the MSRS (Minnesota State Retirement System) and unclassified faculty and staff members are enrolled in the TRA (Teachers Retirement Association). The mandatory age for retirement is 65. Contact Marilyn Wolner, Personnel Aide; Old Main room 206; phone 2016.

Severance Pay. All employees who have accrued twenty years or more state seniority shall receive severance pay upon any separation from state service. Employees with less than twenty years state seniority shall receive severance pay upon mandatory retirement, death, or layoff, except for seasonal layoffs. Employees who retire from state service after ten years of employment and who are eligible for and apply for and receive an annuity under a state retirement program shall also receive severance pay. Severance pay in all instances shall be equal to a fixed percentage of the employee's accumulated but unused sick leave balance excluding lapsed sick leave times the employee's regular rate of pay at the time of separation. Effective July 1, 1975, the fixed percentage shall be 30 percent for classified employees and unclassified administrators outside of the faculty bargaining unit. For the unclassified faculty the rate is 20 percent. Contact Marilyn Wolner, Personnel Aide; Old Main room 206; phone 2016.

Staff Development. All regular unclassified and classified personnel employed on at least a half-time basis are eligible to participate in the staff development program. The primary purpose of the program is to provide staff members with an opportunity to enroll in university courses which have the potential of increasing their effectiveness as employees - the university pays tuition and related fees for up to 12 credits per calendar year. Contact Joel Kosbab, Personnel; Old Main room 213; phone 2414.

Student Help. Departments may hire students to assist in offices, laboratories, etc., if they have allocated funds for this purpose. Students may not work more than 20 hours per week during the academic year nor more than 40 hours per week during the summer. The starting rate of payment for student help is $2 per hour, with an hourly increase of $.05 after each 300 hours -- however, an employee on student help may not receive more than $2.15. Effective January 1, 1976, the starting rate of pay will be $2.10 per hour. Contact Virginia Asleson, Business Office; Old Main room 111; phone 2263.

Vacations. University vacation periods are scheduled in the 1975-76 Undergraduate Bulletin. Alterations of employee vacation periods as listed can be made only if consistent with negotiated labor agreements, or with the approval of the appropriate vice president following consultation with the commencement and academic calendar commission.

Classes are not to be made up in advance or shifted to another period merely to lengthen free time - such unauthorized changes will be treated as unauthorized absences. (See policy on 'class scheduling and examination schedules', page 9). Contact appropriate vice president or E. R. McMahon, Assistant Vice President; Old Main room 213; phone 6623.

Facilities and Services

Automobiles -- Staff and Student Use. The university has motor vehicles which are available for the use of staff and students. All vehicle assignments are handled by the motor vehicle office in Cooper Center. Such assignments are based on (1) priority of function - acceptable functions include off-campus instruction, academic field trips, supervision of student teachers, etc.; (2) distance involved -- use of state vehicles is limited to trips within a 500 mile radius of the university campus; (3) completion of the proper vehicle request form, available from the motor vehicle office; (4) approval of the vehicle use by an authorized university officer; and (5) the availability of a vehicle. Vehicles are to be used for university related busines only. (Appendix C, Form 8)

In the event of violations of traffic regulations, the person responsible for the vehicle shall be obligated to pay any fines incurred, and the individual, department, organization, or activity's privilege to use state vehicles may be revoked.

The use of state vehicles is available to all student agencies, organizations and campus activities that have been recognized by the student senate and the administration. Such units must have an account with the university business office. In requisitioning cars, student groups shall be required to obtain permission from their faculty advisor, who shall be responsible for determining whether the use of a state vehicle is warranted. Refer to the Motor Vehicle Office's directives pamphlet or contact the Motor Vehicle Office, Cooper Center room 46; phone 1223.

Aviation Services -- Flight Facilities. The Mankato State aviation science facilities are available to staff members. The program provides both flight instruction and transportation services.

Air transportation services (ATS) provides economical means of air transportation for those schools, departments, and groups connected with the university system. Note: departments subject to budgetary control shall allot funds for travel before authorizing travel. The following aircraft are available for air transportation:

AIRCRAFT	PASSENGER SEATS	AIR SPEED	HOURLY COST
Cherokee 140	3	120	$25.00
Cessna 172	3	120	25.00
Cherokee Arrow	3	150	30.00

AIRCRAFT	PASSENGER SEATS	AIR SPEED	HOURLY COST
Beechcraft Debonair	3	170	37.00
Cherokee Six	5	150	45.00
Bellanca Viking	3	170	55.00
Beechcraft Barron	5	185	65.00

Requests for ATS are handled through Steve Amundson extensions 6019 or 1243. For further information regarding scheduling, ATS, or flight training contact Rod Grove, Director of the Aviation Science Program; Old Main room 120; phone 6019.

Bus. Inter-Campus. The university maintains a regularly scheduled bus service between highland and valley campus for students and employees. No fee is charged. During the academic year – with the exception of weekends and vacation periods – bus pickups are made every five minutes. The buses operate from 7:00 a.m. to midnight weekdays. Contact Margaret Bloess, Vehicle Office; Cooper Dorm room 46; phone 1223.

Bus. University Owned. The university owns a 41-passenger bus which is scheduled by the auxiliary services office in Old Main. Approval for the use of the bus is given to groups which are a part of the regular university program. Contact Mike Hodapp, Auxiliary Services Coordinator; Old Main room 115; phone 1322.

Residence Halls, Conference Center. Mankato State University provides individuals participating in conferences, short seminars, short courses and similar activities with access to the residence halls, food services, and meeting areas in the student union when these activities directly relate to the instructional, research, or activity programs of the institution. Similar services are also made available upon request of community organizations and groups conducting programs of benefit to the community and region. The university engages in no promotion or solicitation of external organizations in respect to the use of the institution's facilities. Contact Diane Veronda, Office of Residential Life; Crawford-McElroy Commons; phone 1011.

Scheduling of Offices, Classrooms, and Other Space and Grounds. School deans and division chairpersons assign faculty offices and classrooms on a nonpermanent basis. Such assignments are subject to the approval of the vice president for academic affairs. Special requests for the use of facilities in academic buildings for other reasons should be submitted to Mike Hodapp, Director of Auxiliary Services; Old Main room 115; phone 1322. Space requests affecting the Centennial Student Union should be submitted to Roy Lashway, Director of the Student Union; Student Union; phone 2222. Requests which require residence hall facilities should be submitted to Tom Heaney, Director of Residential Life; McElroy/Crawford Commons; phone 1011.

Telephones. Telephones located throughout the institution are to be used only for official university business. Prior to placing any long distance calls, the department chairman or center or institute director must be consulted to determine if there are funds available to the unit for such calls. Contact the appropriate department chairperson, center or institute director. Telephone installation and similar changes must be approved by the department head and submitted to the security services office. Repairs are to be handled through the business office. Telephone changes: contact Frank Korth, Security Services; Old Main room 115; phone 2579; Repairs: contact Marvel Danzer, business office; Old Main room 222; phone 2267.

The university has access to two state WATS (Wide Area Telephone Communications Service) lines and seven tie lines which are linked to the STN (State Telephone Network) system. (The STN system connects the university to state offices and non-state metropolitan area phones.) Both WATS and the STN capability enable faculty and staff to place long distance calls in Minnesota without the normal toll charges incurred by using direct distance dialing. The following procedure should be used for those departments which have either WATS or the tie line capability:

9 + last 4 digits of number	This will allow tie line users to reach any state office in the Twin Cities.

9 + 9 + last 7 digits of number	This will allow tie line users to reach any telephone number within the six county Twin Cities metropolitan area.
4 + 1 + area code + 7 digits	This will allow WATS users to reach any number in Minnesota. (For calls that are in area code 507, do not dial the three digit area code.)

If you have either the WATS or tie line capability it is helpful if conversations are kept as short as possible and spaced throughout the day. For faster service avoid peak use hours between 9:00 and 11:00 a.m. or 1:00 and 3:00 p.m. If you have any questions concerning the state WATS or tie line, contact George Rooney, Business Office, Old Main room 222; phone 2267.

Closing Policy – Emergency. In the event of adverse weather conditions, shortages of materials, safety hazards, etc., the president or his designee may close the university for a specified period of time. Payroll implications of such closures are discussed under personnel related policies on page 12. Contact Douglas Moore, President; Old Main room 108; phone 1111.

Guests – Housing, Food, and Parking. Housing, meals and other such facilities are available for guests of the university through the office of residential life. Guest parking permits are available through the security services center. For rates and related information contact Diane Veranda, Office of Residential Life, Crawford-Gaffney Commons; phone 1011. For guest parking permits, contact Vern Magnus, Security Services Center Associate Coordinator; Old Main room 118; phone 2111.

Inventory Surplus and Unused Properties. The inventory section of the facilities management office regularly compiles a catalog of available surplus properties and circulates it to departments in an effort to maximize the utilization of university properties. Staff members are urged to report unused items whenever possible to the facilities management office. Departments having a requirement for specific items referred to in the catalog should contact the individual responsible for the property and arrange for a transfer through the office of campus planning. Contact Dale Johnson, Campus Planning Director; Old Main room 115; phone 2225.

Keys – Assignment and Use. Faculty and staff may obtain building keys by submitting a key request form, complete with signatures of the individual requesting the key and the appropriate unit head, to the physical plant office in Cooper Center. (Faculty members may obtain keys on their signature for necessary facilities and offices.) When employees leave the university they must obtain a key clearance from the physical plant office before their last check will be issued. Lost keys should be reported to the affected department head and to the physical plant office. Keys are reissued only after a new authorization form has been signed. Rekeying of an area is accomplished by replacing a core with one of a different combination and may be necessary due to relocation of departments, key loss or for security reasons. The safety of the contents of a room become the responsibility of the one to who the key for that room is issued. When not in use, rooms and office should be kept locked so as to avoid damage or loss. Contact Bob Isdahl, Physical Plant Director; Cooper Center 035; phone 2071.

Parking. A number of permit-only parking areas are established throughout the campus. All vehicles parked on the campus must be registered, at a fee with the security services office. Registrants are assigned a color coded permit valid only in designated areas. A registration permit does not guarantee a parking space, but authorizes a vehicle to be parked in the designated area should a place be available. Parking fees are generated by the city of Mankato consistent with an agreement with the university. The Violations Bureau of the Blue Earth County Court house is responsible for the collection of parking tickets. Parking information or a copy of the complete Parking Rules and Regulations is available from the security services center. Parking grievances are monitored by the university's commission on campus planning – faculty members may register written complaints with security services center staff. Contact Vern Magnus, Security Services Associate Coordinator; Old Main room 118; phone 2111.

Postal Services - Inter-Campus Mail, Box Assignments. The institution provides postal services through its post office located in the Valley Physical Education Building. Intercampus mail is picked up and delivered to campus mailboxes twice daily with mail delivery to the Mankato Post Office at 11:00 a.m. and 3:00 p.m. No private solicitation or non-university advertising of any kind may be sent through inter-campus mail. Faculty and staff may obtain intercampus mail envelopes from their department chairperson or supervisor. The envelopes are designed for internal use and should be reused as many times as possible. Contact Freida More, University Postmaster; Valley Physical Education room 501; phone 1320.

Printing and Duplicating Requests. Printing and duplicating services are available from the reprographics division of media system on valley campus. For short run copying work, xerox machines may be used with departments charged three cents per copy. Xerox machines are available in Old Main, Highland Arena, Centennial Student Union, Armstrong Hall, and Memorial Library--auditrons are required to operate the machines with department M & E accounts charged three cents per copy through an internal chargeback system. Larger printing requests are to submitted to reprographics. Rates for services vary, depending on the size and complexity of the printing requirements. Contact Russ Amling, Reprographics Director; Lincoln Hall room 116; phone 1181. (Appendix C, Form 9)

Property and Facilities -- Care. Staff members may assist in the care of university property in the following ways: (1) report to the security services center any serious damage from known or unknown causes to any university property; (2) turn off lights and close windows when leaving a classroom or office unless another instructor is taking over immediately; (3) turn in to lost and found at the security services center articles left in classrooms and laboratories; (4) report to the security services center any persons who deliberately deface university property; and (5) when it is necessary to temporarily mount items on doors or painted surfaces, drafting or masking tape should be used. Scotch tape should never be used on any surface in or about the buildings, with the sole exception of glass surfaces. Thumb tacks should be used only on bulletin boards. Care should be taken when leaving buildings at irregular hours to turn out lights, close windows, and secure all doors. Contact the Office of Facilities Management; Old Main room 115; phone 1826.

Property and Facilities -- Transfer. All furniture and equipment valued at $50 or more and certain equipment items (tape recorders, calculators) worth less than $50 are stamped with a state properties number and a perpetual inventory is maintained in the facilities management office. Requests to move such furniture or other property must be submitted in writing to the director of campus planning for approval. Contact Ira Johnson, Director of Campus Planning; Old Main room 115; phone 2225.

Finance

Deposit Requirements. All state, student union, student activity, or other funds collected at or for the university by university or other authorized personnel must be deposited within 24 hours of their receipt in order to maintain consistency with state regulations. Staff members collecting or receiving any such monies should deposit them with the cashier in the business office. No such monies are to be received in the business office without being properly accounted for by the depositor and by the cashier. Contact Cashier's Office; Old Main room 222; phone 2262.

Lodging Reimbursement. All reimbursement claims should be submitted promptly and no later than one month from the date of the event. Because of the variance in hotel and motel accommodations in the state as well as out-of-state, no fixed allowance is prescribed. (Appendix C, Form 10)

A. Lodging expenses must be reported in the lodging column on the travel claim and must be reported separately for each day in which lodging is being claimed.

B. Original receipt must accompany claim for reimbursement.

C. If lodging receipt is lost or not available, a notarized statement must be prepared, signed, and submitted with the travel claim.

D. When the lodging receipt covers more than the staff member, only the single room rate may be claimed.

E. Business telephone calls included in the lodging must be claimed separately under the 'other expense' column of the expense report form.

1. It is recommended that charge for business telephone calls to Mankato State University be reversed.

2. Business calls to other points be billed to the caller's university office telephone number by directing the telephone operator.

F. Personal telephone calls will not be reimbursed.

G When two or more staff members share a room and share the cost, a copy of the lodging receipt must accompany each staff member's claim, with the total of the lodging charges being divided equally. The original copy of the lodging receipt must accompany one of the claims. One staff member may claim the entire amount only if it was paid by him.

H. When a staff member shares a room with another party (not an employee), the original receipt must be adjusted to show that only the single room rate is being claimed for reimbursement.

Employees are directed to follow reimbursement procedures detailed in sections A-2 and D of the Business Office Procedures Manual which is available in each department office. Contact Donna Strusz, Business Office; Old Main room 222; phone 2267.

Purchases. Requests for purchases of services and supplies are prepared initially at the department level and are forwarded to the university purchasing office after approval signatures have been obtained. Departments are required to follow guidelines and purchasing procedures which appear in section B and K of the Business Office Procedure Manual. To avoid unauthorized purchases and personal financial liability, faculty and staff should closely follow provisions of the manual -- each department has a manual available. Consistent with the manual all purchases must conform with the following:

(1) All purchases shall be awarded to the lowest qualified bidder meeting specifications and other conditions imposed in the call for bids.

(2) The description of items purchased on the purchase order should be sufficiently detailed to describe grade, quality, type, etc.

(3) A purchase order must be properly executed prior to making a purchase.

In order for the business office to issue a properly executed purchase order it is essential that a CS1400 be sent to the business office requesting that materials or services be purchased, prior to any commitment being made to a vendor. If an individual commits the university to any type of obligation, whether for the purchase of supplies, equipment, or services of non-state employees, without business office authorization, that person will be held personally responsible for the obligation.

Individuals who inadvertantly make unauthorized purchases and who have not made such commitments in the past will be advised of this regulation and if possible the university will attempt to cover the liability. However, any subsequent unauthorized purchases will then be the responsibility of the individual.

After goods or services have been received and payment has been authorized by the department head, the university disbursement officer approves payment through the state department of finance in St. Paul. Upon receipt of payment

authorizations from the university, the state finance department prepares check warrants and forwards them to the vendors. Contact Marvel Danzer, Purchasing Officer; Old Main room 222; phone 2267.

Receiving Department Policy. University orders for the various schools or divisions are delivered to the receiving department for unpacking. Since it is difficult for receiving personnel to thoroughly inspect technical equipment, faculty and administrators should report to the purchasing department the receipt of imperfect, damaged, or otherwise unsatisfactory condition of received articles. Contact Ken Moyer, Receiving Officer; Trafton Science Center room S192; phone 2269.

Staff Activity Ticket. Faculty and staff may purchase activity tickets which can be used for admittance at free or reduced rates to concerts and lectures, plays, athletic events, etc. Revenue from the sale of activity tickets is used to help support these and other student activity programs. The tickets are good fall quarter through second summer session and cost each staff member $6 with lower rates of $4 for a spouse and $4 for each dependent. Tickets may be purchased from university cashiers, located in Old Main and the Centennial Student Union. Contact Jim Whitoak Business Office; Old Main room 212; phone 2261.

Travel Reimbursement. Reimbursement to employees for university related travel expenses is allowed within internal and state policies and procedures. All reimbursement claims should be submitted promptly and no later than one month from the date of the event. No authorization to travel shall be given unless appropriate in-state or out-of-state travel funds are available in the budget of the employee's department. Travel expenses may be paid only after such travel has been authorized in advance by the employee's academic or administrative unit head. Contact Donna Strusz, Business Office; Old Main room 222; phone 2267.

Staff members seeking travel reimbursements should complete all necessary state expense forms and CS1401 requisition documents. Employees are directed to follow reimbursement procedures detailed in sections A-2 and D of the business office procedures manual which is available in each department office.

Advances – any request for a cash travel advance must be submitted to the business office on a CAO-23 form. To obtain a travel advance you must anticipate out-of-pocket expenses for meals, lodging and registration in excess of $100. The CAO-23 form must be submitted at least 10 days in advance of the trip. If approved, a check will be issued from the imprest cash fund. The check may be picked up in the business office.

After the trip is completed, a MSA 21 form should be completed immediately and submitted to the business office for reimbursement of all expenses incurred (excluding air transportation if it was charged). The business office will bill each employee who has received a cash travel advance for the amount that was advanced. The bill must be paid no later than one month after the travel advance was received. When the employee has received his reimbursement check, he should take the bill for the travel advance to the college cashier for payment. (Appendix C, Form 10)

Meals–No employee shall claim reimbursement for more than the amount actually paid for his meals [redacted]; but each meal must be listed separately and should include date, city where eaten, and cost of meal.

A. Maximum reimbursement for meals within the state, including sales tax, shall be (effective July 1, 1975):

1. Breakfast $2.25
2. Lunch $2.75
3. Dinner $5.50

B. Maximum reimbursement for meals outside the state, including sales tax, shall be:

1. Breakfast $3.00
2. Lunch $3.50
3. Dinner $7.50

C. Breakfast expense on day of departure--A statement certifying that the staff member left his home prior to 6:00 a.m. must be written on the MSA 21 in order to claim breakfast expenses incurred on the day of departure.

D. Dinner expenses on day of return--A statement certifying that the staff member returned to his home after 7:00 p.m. must be written on the MSA 21 in order to claim dinner expenses incurred on the day of return.

E. When meal expenses are included in the lodging receipt, the amount claimed for meals must agree with the receipt.

F. Staff members cannot claim reimbursement for meals purchased for a guest.

G. A noon lunch can be claimed if a staff member is on travel status, even though the employee isn't claiming lodging.

Travel by state-owned vehicle (See handbook section 'Automobiles -- Staff and Student Use.')

A. Staff members must indicate on the claim form 'official state mileage' column that a state vehicle was used for transportation.

B Minor expenses incurred in the operation of the state vehicle, and not covered by a state credit card or emergency field order (purchase order) may be claimed for reimbursement (for example: parking fees and road tolls).

Travel by private automobile (See handbook section'Automobiles -- Staff and Student Use.')

A. If a state vehicle would normally be provided for the trip, a staff member cannot claim mileage reimbursement for driving his personal car unless an authorization sheet is obtained from the university motor pool and travel funds have been allocated to cover mileage reimbursement by the appropriate academic or administrative unit head.

B. Reimbursement for mileage will be paid at the rate of 15 cents per mile provided that a 'no state car available' slip is attached from the vehicle office. Without this slip mileage is reimbursed at 10 cents per mile. Staff members are to complete a 'Private Car Mileage Report' form (MSA 21A) and submit it in conjunction with an MSA 21 form. (Appendix C, Form 11) .

C. Mileage shall be paid for the shortest direct route according to official highway department records. If driving in the vicinity of destination is necessary, the total of such driving for each day shall be shown as a separate item in the 'additional mileage' column of the claim form.

C When mileage is claimed in lieu of commercial transportation, the total cost claimed cannot exceed the cost of the fare that would have been paid had the staff member gone by commerical carrier.

E. An employee using a personal automobile for travel in cities of 100,00 and within a 25 mile radius (of home station) may claim parking reimbursement. Airport parking is reimbursable. Cost of parking is reimbursable but should include receipts if you have them.

F. Highway tolls may be claimed for reimbursement; receipts must accompany request for reimbursement.

Travel by commercial carrier

A. Original receipt must accompany claim for reimbursement.

B If traveling by commercial airline, reimbursement is limited to tourist class air fare.

C. If traveling by railroad or bus, reimbursement is in accordance with state of Minnesota travel regulations.

D. Receipts are not necessary for travel by limousine, taxi, or city bus.

E. A staff member may not claim reimbursement for travel insurance.

F. Staff members may charge their transportation expenses with the travel agencies after securing approval from the purchasing office. If funds are available and everything is in order, authorization will be given to charge the transportation expenses.

Miscellaneous Travel Expenses

A. Original receipt must accompany claim for reimbursement.

B. A 'request for reimbursement of special expense' form (Appendix C, Form 12) must be filed with the State Department of Administration (through the State University Board Office) for in-state conference or registration fees which are in excess of $15.

(1) The form must be filled out and sent through the dean, division chairperson, or administrator to the business office (post office box 12) so that it reaches the business office at least 12 days in advance of departure.

(2) If the form is not filed at least 12 days in advance, a statement must be attached, explaining the reason for the form not having been filed on time.

(3) The approved copy of the form must accompany the staff member's claim for reimbursement.

Personal Expenses--Personal expenses, for purposes of these regulations, are defined as dry cleaning, laundry, and baggage handling. Employees in continuous travel status in excess of one week who do not return home during that time may claim reimbursement of not to exceed $3.50 per week for laundry expenses and not to exceed $2.00 for dry cleaning and pressing expenses for each week after the first week. If an employee returns home during a period of time in which he is in continuous travel status, he is not eligible for reimubrsement for laundry, dry cleaning, or pressing in the first subsequent week. Receipts must accompany the claim for reimbursement. The employee's judgment is to be used regarding baggage handling expenses. No reimbursement shall be made for personal telephone calls, valet service, or similar personal expenses.

UNIVERSITY GOVERNANCE

State University Board Rules, University Constitution and Bylaws

Each university within the State University System is governed by state university board rules and all constitutions and subordinate regulations must be consistent with their provisions. The primary instrument for Mankato State University governance is the university constitution and its bylaws. The constitution is a comprehensive document providing for participation and representation of each component in the campus community including students, faculty, professional support personnel and the administration.

Within the university's confederate governing structure, agencies established in the constitution include the university assembly and its commissions, component senates and their standing committees, and various independent boards. (See appendix a.)

Staff members who wish a copy of the university constitution and bylaws should contact Marilyn Tolle, University Assembly Clerk; Old Main room 108; phone 1111.

University Assembly and its Commissions and Boards

University Assembly. The university assembly serves as the university's chief representative governing unit and a focal point of community governance. The assembly reserves the right to discuss and take a position on any question it deems appropriate with such action necessarily qualified by powers and mandates assigned to assembly commissions, component senates, boards and committees.

Executive Council. The executive council is a council of the university assembly charged with the responsibility of preparing and distributing agenda items for each regular session of the university assembly. The council may act on behalf of the university assembly in emergency situations when the full assembly is unable to convene.

Board on Elections. The board on elections is a board of the university assembly charged with the responsibility of establishing for all governance and advisory units provided for by the constitution and its bylaws the time, place and manner of conducting all elections. The board has jurisdiction to hear and rule on election disputes when requested to do so by an appropriate governing unit or grievance party.

Commission on Bookstore Policies. The commission on bookstore policies is charged with the responsibility of developing and recommending university regulations pertaining to bookstore related operations and service functions. (The commission will monitor contract compliance provisions between the university and the private bookstore operator.)

Commission on Campus Planning. The commission on campus planning is charged with the responsibility of reviewing alteration requests affecting space utilization and facility maintenance, recommending long-range plans relative to campus buildings and the university's physical environment, and developing university regulations pertaining to campus parking and the use of facilities, grounds and space.

Commencement and Academic Calendar Commission. The commencement and academic calendar commission is charged with the responsibility of formulating and recommending policies relative to commencement activities and developing the academic calendar for the university.

Fine Arts Commission. The fine arts commission is charged with the responsibility of developing and recommending university regulations pertaining to the visual and performing arts programs subsidized by student activity fees, coordinating university cultural events and activities, and reviewing, modifying, or rejecting student activity fee budget requests fo programs assigned to the commission which deal with concerts, theatre productions, art displays, music productions, and dance performances.

Commission on Men's Intercollegiate Athletics. The commission on men's intercollegiate athletics is charged with the responsibility of coordinating programs and promoting high standards in men's intercollegiate athletic activities, determining the eligibility of athletes, formulating and recommending university regulations pertaining to men's intercollegiate athletics, and encouraging athletic scholarships and other financial support for men's intercollegiate athletics.

Commission on Women's Intercollegiate Athletics. The commission on women's intercollegiate athletics is charged with the responsibility of coordinating programs and promoting high standards in women's intercollegiate athletic activities, determining the eligibility of athletes, formulating and recommending university regulations pertaining to women's intercollegiate athletics, and encouraging financial support for women's intercollegiate athletics.

Commission on Intramural Athletics. The commission on intramural athletics is charged with the responsibility of coordinating intramural athletic programs. The commission shall be responsible for formulation of general policy matters and shall delegate to specific subordinate program units the responsibility for determining the eligibility of athletes and organizing and promoting intramural athletics.

Commission on Student Financial Aids. The commission on student financial aids is charged with the responsibility of developing and recommending university regulations pertaining to the student financial aid program and serves as an appeals agency for students who believe that their requests for financial assistance were not treated appropriately.

Commission on Fiscal Affairs. The commission on fiscal affairs is charged with the responsibility of making recommendations concerning fiscal policies and budget allocations for the university.

Faculty Senate and its Standing Committees

Faculty Senate. The faculty senate is the principal agency for faculty participation in governance of Mankato State University. It has as its role and function the representation of the general faculty's major and participatory responsibilities as outlined by the state university board rules.

The faculty senate is composed of thirty voting representatives and one ex-officio member. At the present time there are twelve members from the school of arts and science, three from the school of business, seven from the school of education, two from the school of health, physical education and recreation, one from the media system, one from the division of nursing, two from institutional support, one at-large graduate faculty member, and one at-large undergraduate faculty member. The ex-officio member is the president of the duly authorized bargaining agent which since May, 1975, has been the Faculty Association.

As the primary instrument of faculty involvement in Mankato State governance, the senate provides the faculty with means to carry out its major responsibilities for the development and recommendation of regulations relating to curriculum, evaluation of instruction, admissions, academic standards, and requirements for graduation. Through the senate, the faculty actively participates in development of long-range plans for the university, in budgeting, and in development and utilization of campus facilities.

The senate fulfills its role through regularly scheduled meetings of its entire membership, through the work of its standing committees, through participation in the university assembly and its various commissions, and through additional committees directed to specific concerns. The senate has thirteen delegates to the university assembly, twelve of whom are elected by and from the senate and one who is the faculty senate president. Contact Eddice Barber, Faculty Senate President; Armstrong Hall room 229F; phone 2350.

Committee on Undergraduate Academic Programs. The committee on undergraduate academic programs is charged with the responsibility of developing and recommending undergraduate university regulations relating to curriculum, the evaluation of instruction, student admissions, registration policies, academic standards, and graduation requirements. The committee on undergraduate academic programs may also initiate new undergraduate programs after consultation with appropriate academic units.

Committee on Graduate Academic Programs. The committee on graduate academic programs is charged with the responsibility of developing and recommending graduate university regulations relating to curriculum, the evaluation of instruction, student admissions, registration policies, academic standards, and graduation requirements. The committee may also initiate new graduate academic programs after appropriate consultation.

Faculty Research Committee. The faculty research committee is charged with the responsibility of developing and recommending university regulations relating to faculty research projects, and encouraging and coordinating the development of funded research efforts.

Committee on Faculty Appointment, Promotion and Tenure. The committee on faculty appointment, promotion and tenure is charged with the responsibility of developing and recommending university regulations relating to faculty appointments, promotions, tenure, and faculty improvement opportunities including sabbatical leaves and faculty improvement grants.

Student Senate and Its Standing Committees

Student Senate. As the primary governing unit of the Mankato State Student Association, the student senate and its standing committees develop, in consultation with faculty members and appropriate administrative officers, the budgets for programs supported by the student activity fee. The student senate and its standing committees have major responsibility for the development and recommendation of university regulations pertaining to student relations, recognition of student campus organizations, the conduct of students, the student union and student housing.

1975-76 will be the third year that the student senate will employ a part-time attorney from its $30,000 student activity fund budget. The attorney provides legal counseling and services to students. Two student ombudsmen are also employed at the senate to handle individual student academic, legal or social problems. In addition, the senate has created two independent nonprofit corporations to facilitate such programs as its student book exchange.

The senate has established a legislative affairs office which has played important research and leadership roles in working with state legislators on student and university-related legislation. Contact Luann Bruce, Student Body President; Student Union; phone 2611.

Student Allocations Committee. The student allocations committee is charged with the responsibility of developing and recommending university regulations that assure efficient handling of budgets for programs supported by the student activity fee. All programs subsidized through funds from the student activity account shall submit an annual budget for approval, modification or rejection to the student allocations committee. The committee recommends student activity allocations to the president.

Student Housing Committee. The student housing committee is charged with the responsibility of developing and recommending university regulations pertaining to student housing. The student housing committee may make such recommendations on residence hall food service, budgeting and personnel matters as are appropriate. This committee is the primary inter-residence hall governing unit and it may establish university-wide housing policies.

Student Union Committee. The student union committee is charged with the responsibility of developing and recommending university regulations pertaining to policies of the centennial student union, and reviewing, modifying, or rejecting student activity fee budget requests prepared by its subordinate programming arm, the council for union student activities (CUSA).

PSP Senate and Its Standing Committees

Professional Support Personnel Senate. The 30 member PSP senate and its standing committees develop, in consultation with appropriate representatives from the other components of the college community, university regulations concerning classified civil servant employees at the university. It serves as the representative arm for classified civil service employees including clerical, technical, maintenance and some administrative staff. (The PSP senate has no authority to represent employees on matters involving terms and conditions of employment as defined in the Minnesota public employee labor relations act of 1971. The senate cannot interfere with, modify and nullify any rights established through the collective bargaining process.) Contact Fran Weagel, PSP Senate President; Armstrong Hall room 325; phone 6304.

Communications Committee. The communications committee is responsible for maintaining liaisons between the professional support personnel senate committees and the professional support personnel senate, for publicity, and for other areas of communications as the need may arise.

Elections Committee. The elections committee is responsible for organizing and conducting the professional support personnel senate elections in accordance with regulations of the board on elections of the university assembly.

Committee on Campus Affairs. The committee on campus affairs participates in evaluation of matters related to parking, campus planning, space allocations, intercollegiate athletics, and other matters of concern to the university community.

Fiscal Affairs Committee. The fiscal affairs committee is responsible for informing the professional support personnel senate on matters of fiscal policy and budget allocations related to classified personnel.

Component Grievance Agencies and Other Boards

Faculty Hearing Board. The faculty hearing board is charged with the responsibility of conducting faculty hearings and recommending to the president such action as is appropriate and identified in state university board rules. (Refer to State University Board Governing Rule 709.)

Advisory Board on Faculty Rights. The advisory board on faculty rights is charged with the responsibility of advising a faculty member regarding rights to academic freedom and tenure, seeking to mediate disputes between the faculty members and the university regarding these and other rights, and advising the parties of a dispute whether or not a hearing should be held. (Refer to State University Board Governing Rule 709.)

University Academic Appeal Board. The university academic appeal board is charged with the responsibility of conducting hearings and making recommendations concerning student academic appeal cases which involve alleged violations of academic rights as outlined in the state university board rules and the university constitution. The university academic appeal board, with the permission of the student involved, may attach a statement of its case findings to a student's permanent academic records.

Student Conduct Board. The student conduct board is charged with the responsibility of conducting hearings concerning student disciplinary cases and taking such action as is appropriate and identified in state university board rules and the student judicial code.

Professional Support Personnel Hearing Boards. Professional support personnel hearing boards are charged with the responsibility of conducting hearings for classified civil service employees and recommending to the president such action as is appropriate and identified in state university board rules and in Minnesota Department of Personnel rules and regulations. Employees who fall within the classified employees bargaining unit are required to use grievance procedures outlined in Article XIII of the labor agreement.

Dictionary on University Committees. The dictionary of university committees contains the organizational history and framework, purposes, and the latest available information regarding membership of all governing and advisory agencies provided for in the university constitution. The dictionary is updated at least twice a year and is available in the Memorial Library, principal administrative offices, university assembly clerk's office, and from the student senate, faculty senate secretary, and the professional support personnel secretary. All changes in the listed committee structure and memberships should be reported to the university assembly clerk's office. Contact Marilyn Tolle, University Assembly Clerk; Old Main room 108; phone 1111.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

Equal Opportunity Policy. Mankato State University is an equal opportunity employer. Through an active and continuing affirmative action program, the university provides equal opportunity and treatment in employment, admissions, and all academic programs.

Equal Opportunity Officer. Responsible to the president for the development and implementation of university policies regarding equal opportunity and affirmative action. Contact Margaret Preska, Equal Opportunity Officer; Old Main room 103; phone 1312.

Equal Opportunity Council. This council consists of the university's executive officers, the chairperson of the affirmative action committee, the affirmative action compliance officer, and the equal opportunity officer. The university president serves as the chairperson of the council, and appoints its members. The council monitors and provides executive guidance for the university's equal opportunity program. The council meets quarterly. Contact Margaret Preska, Equal Opportunity Officer; Old Main room 103; phone 1312.

Affirmative Action Compliance Officer. Responsible to the equal opportunity officer for monitoring affirmative action and equal opportunity procedures, providing information and filing reports with the state university board. Contact Judith Mans, Affirmative Action Compliance Officer; Old Main room 108; phone 1111.

Affirmative Action Committee. Each of the state universities has an affirmative action committee. Mankato State's consists of eight members a majority of whom are women and minorities. The university's committee advises and makes recommendations to the president on the implementation of affirmative action guidelines approved by the state university board. Contact Judith Mans, Affirmative Action Compliance Officer; Old Main room 108; phone 1111.

BARGAINING UNITS - RECOGNIZED EMPLOYEE LABOR ORGANIZATIONS

The university presently has two recognized employee bargaining units which are authorized to negotiate employee economic issues and the terms and conditions of employment. The Faculty Association, through its state organization the Inter-Faculty Organization (IFO), represents the teaching faculty. Local 638 of the American Federation of State, County and Municipal Employees, through its state organization, Council 6, represents the maintenance, clerical, and technical classified civil service employees.

Though not approved as of this printing, non-teaching faculty, through the Mankato State University Association of Administrative and Service Faculty, have petitioned the Minnesota Bureau of Mediation for recognition.

Faculty Association. The Faculty Association, a voluntary organization, was formed to promote faculty welfare. Its annual dues are determined by the inter-faculty organization delegate assembly.

The Faculty Association is Mankato State University's local unit of the inter-faculty organization (IFO) of the Minnesota State University System. Since it was organized in 1938, the IFO has represented the faculty and professional staff (unclassified) employees of the Minnesota State Universities in their dealings with the State University Board and Minnesota Legislature. The membership voted in spring, 1973, to affiliate with MEA/NEA. The IFO was designated in the state board rules as the representative of state university faculty and was certified in the spring, 1975, as the collective bargaining agent for all state university faculty. The IFO is governed by the inter-faculty board of directors which consists of two members and the local association president from each of the state universities.

The Mankato State Faculty Association holds general meetings twice each academic quarter and has a representative in each academic department and program unit. The Faculty Association executive committee for 1975-76 consists of the following: Verona Burton, president; Ken Mattsson, vice president; Winston Grundmeier, secretary; Harold Williamson, treasurer; Donald Strasser and Ronald Hybertson, at large; Wayne Koenen and Milton Ochsner, IFO board representatives; and Douglas Ralston, IFO president. Contact Verona Burton; Trafton Science Center, Room S-140; phone 2786.

AFSCME Union Local 638. This classified employee labor union was the first Minnesota state university local to negotiate a written work agreement. The union represents the employees in contract negotiations, grievances and lobbying for salaries and fringe benefits at the Minnesota Legislature. There are six union stewards who, on a volunteer basis, provide assistance to union and nonunion classified employees who have complaints or have filed formal grievances –current stewards include Daisy Anderson, David Cowan, Rudy Beyer, Jim Bowder, Phyllis Wisen, and Fran Weagel. Contact Leonard Petersen, Union President; Highland Heating Plant; phone 1311.

UNIVERSITY BUDGET AND FINANCE

University Income

Legislative appropriations for the institution are approved biennially during odd-numbered years as part of an overall allocation for the Minnesota State University System. During 1975-76 Mankato State will receive over $17,400,000 in state support, 83 percent of which is committed to salaries and related costs for faculty and support staff. The university projects additional income totaling more than $3,490,000 from revenue accounts such as the student union, residence halls, health services, and student activity. Federal and state grants for student aid and sponsored programs will total approximately $1,400,000 for fiscal 1975-76.

The regular state allotment from the state university board office to Mankato State is primarily enrollment driven with salary and nonsalary allocations derived through the use of over 14 different formulas. Examples include: one full-time equivalent (FTE) faculty position per 19 FTE students; one FTE faculty position per 13 FTE graduate students; one custodial position per 21,000 sq. ft.; one maintenance position per 25,510 sq. ft.; one graduate assistant per 25 teaching faculty positions; $120 per FTE student for nonformula supplies and expense; $.645 per credit hour for formula supplies; $50 per credit hour for equipment; etc.

Role of Fiscal Affairs Commission.

The commission on fiscal affairs reports to the president and the university assembly and is charged with the responsibility of making recommendations concerning fiscal policies and budget allocations for the institution. The commission meets bi-weekly and is composed of representatives from the faculty component, student component, professional support personnel component and the administration.

The commission has been instrumental in the development of approved budget principles to be used in the allocation of salary and nonsalary funds for 1976-77. It will continue to assist in the formulation of a program-oriented budgeting system during 1975-76.

Budget Development and Control

The president is ultimately responsible for the use of university resources and the expenditure of all funds. The office of resource management is delegated responsibility for insuring the proper use of resources, the preparation of university budgets, development of budget procedures with the fiscal affairs commission and implementation of such allocation procedures approved by the president. The business office provides the president with periodic operational summaries of the institution's financial posture. Contact E. R. McMahon, Assistant Vice President for Resource Management, Old Main room 213; phone 6623.

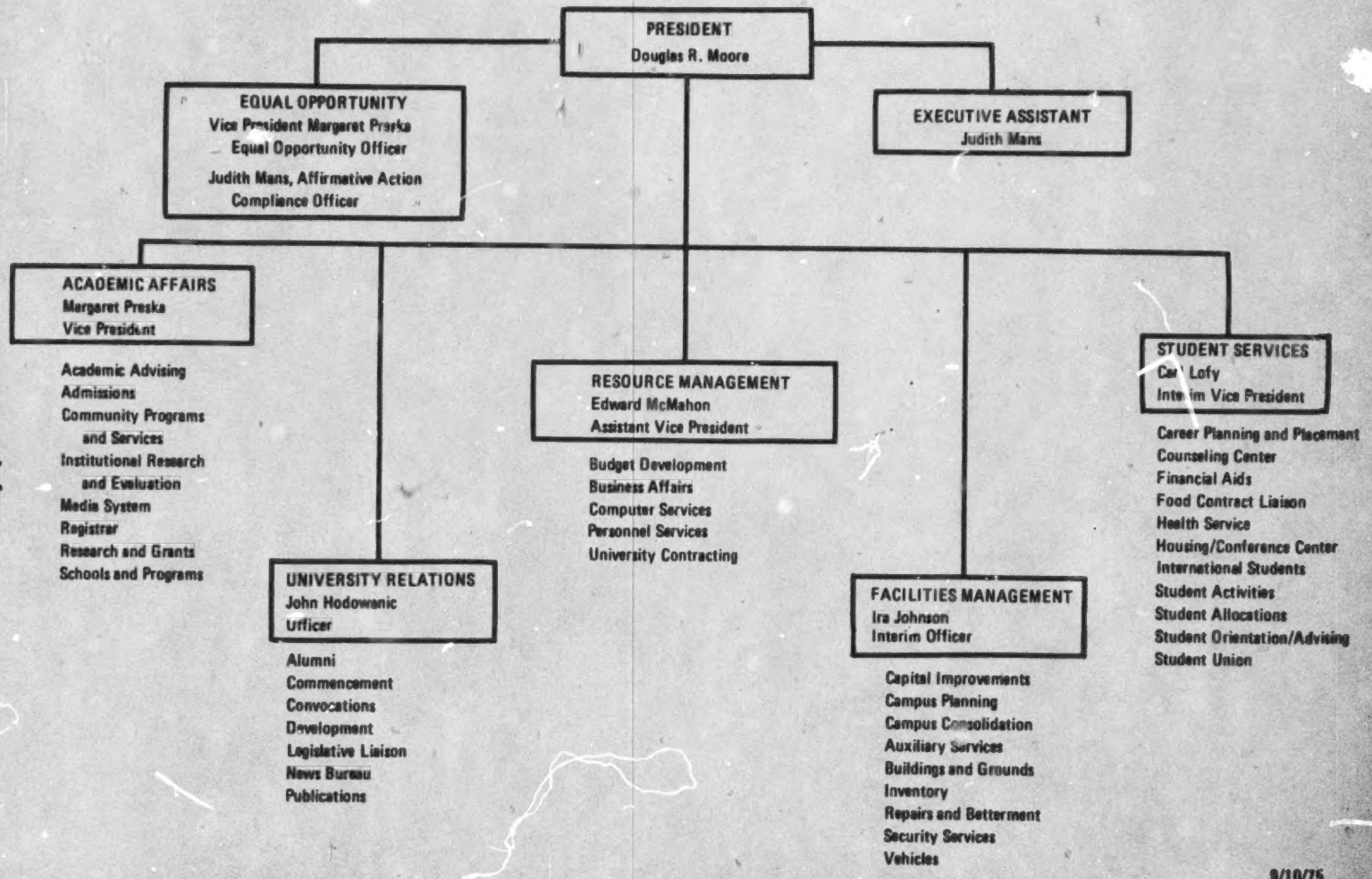
The state university prepares both annual and biennial budgets as planning tools for the commitment of salary and nonsalary resources. The budget development process starts at the program level and school level culminating as part of the state university system's budget request. The Minnesota Department of Administration, Minnesota Higher Education Coordinating Commission, governor, and the legislature in turn review the system's request subsequently allocating funds. The legislature authorizes a two-year spending plan for the Minnesota State University System, allowing the state university board to annually reallocate to the institutions on a formula basis.

The institution allocates funds to its principal administrative areas based on approved priorities. The principal administrative units subsequently redistribute a portion of their allocation to subordinate academic programs and administrative units.

The biennial budget process normally begins in June of an even-numbered year with final action by the legislature and distribution by the board office occurring on or about May or June of the following odd-numbered year. The institution's fiscal year runs from July 1 to June 30.

MANKATO STATE UNIVERSITY

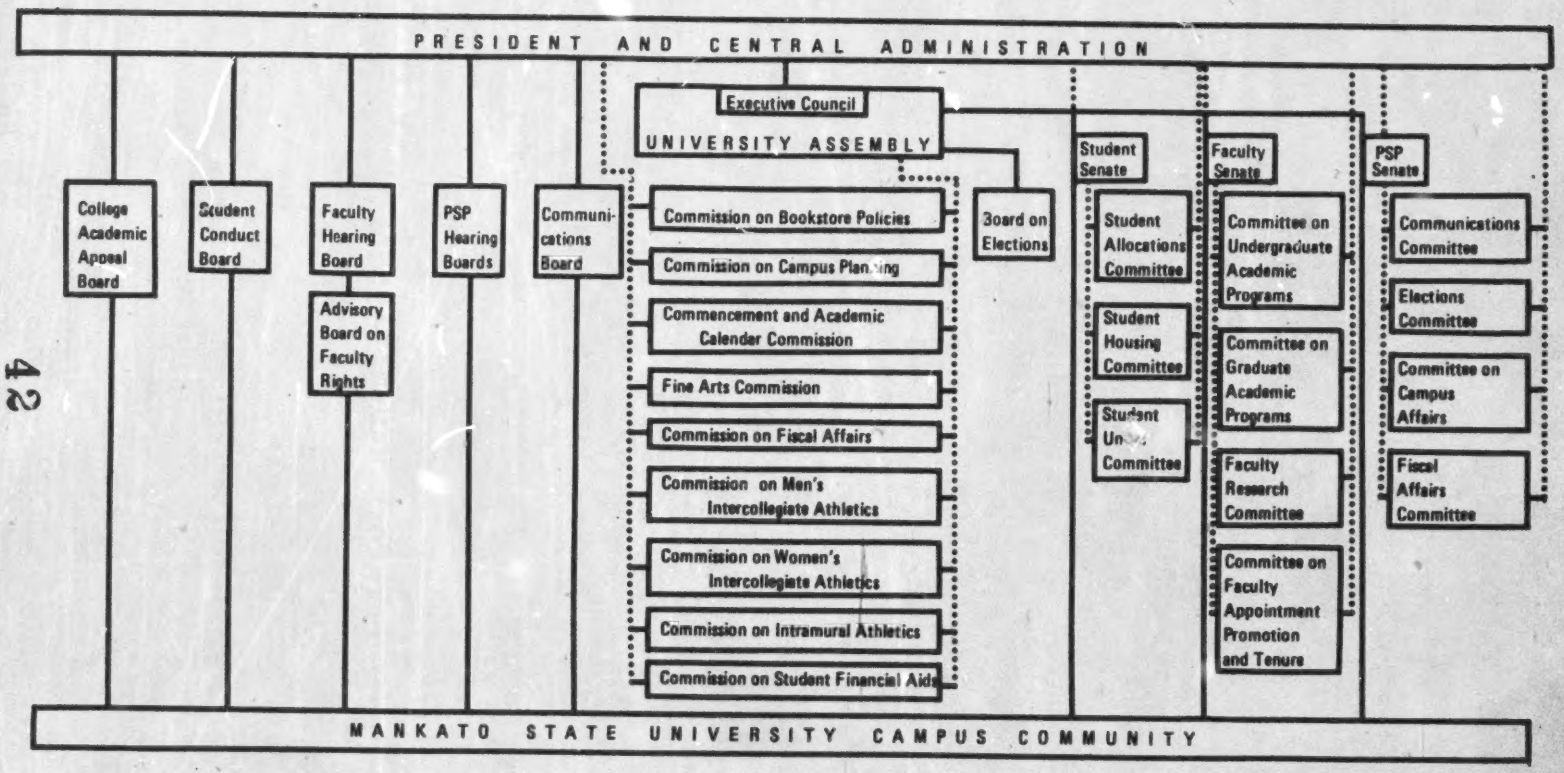
CENTRAL ADMINISTRATIVE ORGANIZATION



9/10/75

MANKATO STATE UNIVERSITY CONSTITUTION

Confederate Governance Structure



——— Suggests a direct "responsibility" relationship; decisions reached cannot be overturned by a higher governing unit other than the President.

••••••• Suggests an indirect "reporting" relationship; decisions reached are final, subject to certain qualified review powers exercised by higher bodies.

UNIVERSITY ASSEMBLY

ARTICLES OF OPERATION

(Approved January 23, 1975)

Consistent with provisions identified in the Mankato State University Constitution and its Bylaws, these Articles of Operation have been reviewed and approved by the University Assembly. The articles are internal rules of the Assembly and should be used in conjunction with and as a supplement to relevant sections of the University Constitution and its Bylaws.

UAAO 1 - Assembly Speaker and Associate Speaker, Additional Responsibilities

(a) The Speaker and Associate Speaker shall be elected by and from among the University Assembly Delegates present and voting during the first meeting in October of each year - the Speaker and Associate Speaker shall be from different components of the University. (The Speaker and Associate Speaker shall retain their voting privileges.)

(b) The Speaker is the chairperson of the Assembly and shall have those responsibilities normally associated with the chair as are identified in Robert's Rules of Order Newly Revised. The Speaker shall make all appointments authorized by the Assembly subject to confirmation by the Assembly Delegates.

(c) The Associate Speaker shall prepare a written summary of actions of University Assembly Commissions and the Board on Elections and submit it quarterly to the Assembly Delegates.

UAAO 2 - Assembly Delegates, Terms, Vacancies and Alternates

(a) Terms of office for Executive Council and presidential appointees shall be one year. Delegates from component senates shall serve terms as determined by those senates.

(b) Should vacancies occur the appropriate component senate or appointing authority shall fill the vacancy.

(c) When an Assembly Delegate is unable to attend Assembly meetings, the delegate may designate an alternate from the appropriate constituency.

UAAO 3 - University Assembly Quorum and Regular Meetings

(a) A quorum for the University Assembly shall constitute at least 23 Assembly Delegates who have voting privileges.

(b) The University Assembly shall have at least two regular meetings in each of the Fall, Winter, and Spring academic quarters.

UAAO 4 - Ratification and Amendment of These Articles of Operation

(a) Ratification. These Articles of Operation shall be effective following their adoption by a 2/3 majority vote of the Assembly Delegates present and voting.

(b) Amendment by the University Assembly. These Articles of Operation may be amended by a 2/3 vote of those Assembly Delegates present and voting, provided the proposed amendment has been previously presented in writing to the University Assembly two weeks before a vote is scheduled.

II

FACULTY SENATE

ARTICLES OF OPERATION

(Approved February 12, 1975)

ARTICLE I. MEMBERSHIP

Section 1. Membership on the Faculty Senate shall be in accord with the provisions of the University Constitution.

Section 2. The Faculty Senate shall consist of 30 voting members.

Section 3. Senate Elections

Subdivision 1 - Members shall be elected by and from the academic schools and divisions of the university in proportion to the number of positions allocated to each, provided that each constituency shall have at least one representative.

Subdivision 2 - For the purpose of this subdivision, academic schools and divisions shall be considered to be the following:

School of Business
School of Arts and Science
School of Education
School of Health, Physical Education and Recreation
Division of Nursing
Media Systems
Institutional Support
School of Graduate Studies

Subdivision 3 - Terms of office shall begin with the first meeting of the fall quarter and shall be for two years. Elections shall be held in the first week of each May, with half of the members elected each year. Where possible, the half-each-year principle shall be followed in each constituency.

Subdivision 4 - Elections shall be conducted by the constituent units under the supervision of the Faculty Senate Elections Committee. Pursuant to ARTICLE V, Section 1, Subdivision 1 of the Bylaws of the University Constitution, the Senate Elections Committee shall apportion membership among the units according to numerical size and report its action to the Faculty Senate at its April meeting.

The Elections Committee shall prepare lists of eligible persons, provide for filings, prepare ballots, and establish procedures for casting and counting ballots. Results shall be in accordance with guidelines established by the University Assembly Board on Elections pursuant ARTICLE IV, Section 1, Subdivision 6 of the University Constitution.

Subdivision 5 - When a vacancy occurs in Senate membership, the Senate Elections Committee shall certify to the Senate the name of the un-elected candidate receiving the highest number of votes in the most recent election in the constituency

in which the vacancy occurs. If that candidate is unavailable to serve, the candidate with the second-highest total shall be certified, or the third-highest or fourth-highest. If no replacement can be named by this method, the constituency shall be instructed to hold a special election to fill the unexpired term.

Section 4. All members shall hold full-time, academic-year contracts with the University.

Section 5. When a member cannot attend a meeting or meetings, he or she may designate an alternate from within the constituency the member represents. Such designation shall be for a specific time up to a maximum of one quarter. Alternates shall have full rights and obligations of membership.

ARTICLE II. OFFICERS

Section 1. The Senate shall have a president and a vice-president elected by and from the membership. Election shall be by a majority of those present and voting.

Section 2. Officers shall be elected at the first meeting of the academic year and shall serve for one calendar year.

Section 3. The president shall preside at Senate meetings, prepare the agenda and issue calls for all regular and special meetings, make such committee appointments as provided for by the University Constitution, the Articles of Operation and Senate action. All committee appointments shall be subject to approval by a majority of the Senate. The president shall seek to keep the Senate informed of any matters which may relate to its obligations and operation.

Section 4. The vice president shall preside over the Senate in the absence of the president and shall assume such other duties as the president may delegate. When there is a permanent vacancy in the office of the president, the vice-president shall become president and a new vice-president shall be elected by and from the Senate membership to serve out the balance of the current term.

ARTICLE III. MEETINGS

Section 1. The first meeting of the academic year shall be held during the week faculty are required to report for duty. Regular meetings shall be held thereafter on the second Wednesday of each month, unless, in the view of the Senate or the president, a different date is preferable. Special meetings of the Senate may be held on call of the President of the University, the Speaker of the University Assembly, and the president of the Senate; by a petition of six or more members of the Senate; or by petition of twenty five or more faculty members.

Section 2. Agenda items requiring a document of more than one (1) typewritten page shall only be placed on the agenda when said documentation has been received by the chairperson one (1) week in advance of the meeting. Such document shall then be distributed by the secretary to all senators not less than three days in advance of the meeting.

Section 3. Procedures not prescribed in these Articles of Operation shall be in accord with Robert's Rules of Order Newly Revised.

Section 4. A quorum shall consist of a majority of the full Senate.

ARTICLE IV. COMMITTEES

Section 1. The Senate shall have Standing Committees as provided by ARTICLE VI, Section 2 of the University Constitution. Membership shall be in accord with ARTICLE V, Section 2 of the Bylaws of the University Constitution.

Section 2. The Senate may form additional committees as required by its activities. All such committees shall be temporary and shall operate for no more than one calendar year, unless renewed by a majority vote of the Senate. Membership on all such committees shall include at least one Senator. Appointment shall be by the President of the Senate with the consent of the membership as provided in ARTICLE II, Section 3 of these Articles of Operation.

ARTICLE V. UNIVERSITY ASSEMBLY DELEGATES

Section 1. Election of Senate representatives to the University Assembly shall be by limited voting as provided for by the University Constitution. In the interest of further protection for small units, the following intra-Senate constituencies are established:

School of Education	7 Senators	3 Assembly Delegates
(Each Senator shall vote for 2.)		
School of Arts & Science	12 Senators	5 Assembly Delegates
School of Business	3 Senators	2 Assembly Delegates
Institutional Support	2 Senators	
(Each Senator shall vote for 1.)		
School of HPER	2 Senators	
Media Systems	1 Senator	
Nursing	1 Senator	2 Assembly Delegates
(Each Senator shall vote for 1.)		

At-large Senators shall vote with their academic component.

ARTICLE VI. ADOPTION AND AMENDMENT

Section 1. These Articles of Operation shall be adopted by a two-thirds majority of the full Senate.

Section 2. Proposed amendments to these Articles of Operation shall be submitted in writing to the Senate at any regular meeting. Final action on amendments may take place at the next regular meeting or at a special meeting no less than two weeks later. Adoption of all amendments shall be by two-thirds majority of the full Senate.

PROFESSIONAL SUPPORT PERSONNEL SENATE

ARTICLES OF OPERATION

(Approved September 10, 1974)

PREAMBLE

Consistent with provisions identified in the Mankato State University Constitution, the professional support personnel component, recognizing the need for better understanding of the wants and desires of classified civil service employees and in the interest of better communication between all segments of the university community, does hereby ordain and establish the Professional Support Personnel Senate and these Articles of Operation.

ARTICLE I. PROFESSIONAL SUPPORT PERSONNEL SENATE

Section 1. PURPOSES AND POWERS OF THE PROFESSIONAL SUPPORT PERSONNEL SENATE

Subdivision 1. The Professional Support Personnel Senate, composed of representatives elected by the professional support personnel component, shall represent the interests of the Mankato State University professional support personnel.

Subdivision 2. The Professional Support Personnel Senate shall encourage, develop, and facilitate communication among employees in the three designated categories of the professional support personnel component, the administration, and all other components of the university. (The three categories include technical/specialist, clerical, and maintenance.)

Subdivision3. The Professional support Personnel Senate, working in cooperation with its senate president, shall confirm the appointments of professional support personnel representatives to serve on the University Assembly, component senates, commissions, boards, and committees as provided for in the Mankato State University Constitution and as are requested by the State University Board, the State Department of Personnel and the university president.

Subdivision 4. The Professional Support Personnel Senate may make recommendations to the president of the university on any matter affecting the professional support personnel component or the university, including any action taken by any agency of the university or subdivision thereof.

Subdivision 5. Nothing in these Articles of Operation shall be construed as prohibiting consultation at all levels of the professional support personnel component.

Section 2. MEMBERSHIP

Subdivision 1. The Professional Support Personnel Senate shall be composed of classified employees of the State of Minnesota who are qualified civil service personnel at Mankato State University.

Subdivision 2. The Professional Support Personnel Senate membership shall consist of thirty voting members.

Subdivision 3. Professional Support Personnel Senators are elected by and from among the three designated categories within the professional support personnel component in proportion to the number of classified positions in each category, provided that each category is represented by at least four senators. No individual member may cast more than one-half as many votes for senators representing a given category as there are vacancies to be filled.

VI

Section 3. OFFICERS, ELECTIONS, TERMS OF OFFICE AND RECALL

Subdivision 1. Professional Support Personnel Senate officers shall consist of a president, vice president, and secretary-treasurer elected by and from among senate members. Officers shall serve one-year terms and shall be elected during the first regular Professional Support Personnel Senate meeting following the May general elections.

Subdivision 2. During April of each year the Elections Committee of the Professional Support Personnel Senate shall prepare a list by category of all those classified civil service employees who have been certified as members of the professional support personnel component as of April 15. Any member of the professional support personnel component may file for a senate seat; the deadline for such filing shall be determined by the Elections Committee. The Elections Committee shall notify professional support personnel members of the filing deadline.

Subdivision 3. Election of senate members shall be conducted and held in accordance with the general election guidelines promulgated by the University Assembly's Board on Elections. The Professional Support Personnel Senate Elections Committee shall prepare appropriate election ballots, establish procedures whereby such ballots can be tallied, and shall announce the official results within seven days of the election. Within four class days following the release of the results, any member of the professional support personnel component may formally challenge the election results and file a complaint with the University Assembly's Board on Elections. The Board on Elections shall review the complaint, along with related Professional Support Personnel Senate Election rules, and shall make a determination on the dispute. A professional support personnel member may appeal the Board's decision to the university president.

Subdivision 4. During the first general election following the ratification of the Mankato State University Constitution, the professional support personnel component members shall elect one-half of the senators representing each category within the Professional Support Personnel Senate to one-year terms and one-half of each category to two-year terms. Once such staggered terms are established, senators shall be elected for two-year terms.

Subdivision 5. In case of a vacancy in the unexpired term of a senator, the Professional Support Personnel Senate president shall appoint a member from the former senator's constituency to fill the term, subject to confirmation by the Professional Support Personnel Senate. When professional support personnel senators are unable to attend senate meetings, they may designate individuals from their own categories as alternates to represent them. Such designated alternates serve at the pleasure of the individuals who appoint them, and have the full rights of a senator when the regular member is absent.

Subdivision 6. A professional support personnel senator may be removed and recalled for nonfeasance by a petition signed by two-thirds of the total membership of the Professional Support Personnel Senate.

ARTICLE II. PROFESSIONAL SUPPORT PERSONNEL SENATE STANDING AND SELECT COMMITTEES, MEMBERSHIPS AND RESTRICTIONS

Section 1. COMMUNICATIONS COMMITTEE. Consistent with provisions identified in the Mankato State University Constitution, the Communications Committee shall be responsible for maintaining a liaison relationship between professional support personnel committees and/or subcommittees and the Professional Support Personnel Senate, for publicity, and for other areas of communication as the need may arise. The Communications Committee shall consist of five members of the Professional Support Personnel Senate proportionate to the number of classified positions assigned to the three PSP categories.

Section 2. ELECTIONS COMMITTEE. Consistent with provisions identified in the Mankato State University Constitution, the Elections Committee shall be responsible for organizing and conducting the Professional Support Personnel Senate proportionate to the number of classified positions assigned to the three PSP categories.

Section 3. COMMITTEE ON CAMPUS AFFAIRS. Consistent with provisions identified in the Mankato State University Constitution, the Committee on Campus Affairs shall participate in evaluation of matters related to parking, campus planning, space allocations, and other matters of concern to the university community. The Committee on Campus Affairs shall consist of five members of the Professional Support Personnel Senate proportionate to the number of classified positions assigned to the three PSP categories.

Section 4. FISCAL AFFAIRS COMMITTEE. Consistent with provisions identified in the Mankato State University Constitution, the Fiscal Affairs Committee shall be responsible for informing the Professional Support Personnel Senate on matters of fiscal policy and budget allocations related to classified civil service personnel. The Fiscal Affairs Committee shall consist of five members of the Professional Support Personnel Senate proportionate to the number of classified positions assigned to the three PSP categories.

Section 5. MEMBERSHIP RESTRICTIONS. No professional support personnel component member shall be elected to serve on the Professional Support Personnel Senate for more than four consecutive years. No professional support personnel component member shall be eligible for election or appointment by the Professional Support Personnel Senate as voting members of more than two campus governing or advisory agencies (membership on the University Assembly shall not apply to this provision).

Section 6. MINIMAL REPRESENTATION ON COMMITTEES. There shall be at least one representative from each of the three PSP categories serving on every committee, proportional requirements not withstanding.

ARTICLE III. PROFESSIONAL SUPPORT PERSONNEL SENATE AGENDA AND MINUTES

Section 1. Agenda items may be referred to the president or vice president of the senate in writing two weeks in advance of the senate meeting by an individual professional support personnel member, standing committees or special committees of the Professional Support Personnel Senate, the university president, the University Assembly, other component senates and similar representative organizations. The agenda of each regular senate meeting shall be distributed approximately three days in advance to all senate members. Notice of the meeting and agenda items shall be published and made available to professional support personnel members.

Section 2. Minutes of each Professional Support Personnel Senate meeting shall be distributed to senate members and to each professional support personnel component members.

ARTICLE IV. PROFESSIONAL SUPPORT PERSONNEL SENATE MEETINGS

Section 1. The senate shall hold regular meetings once each month. Special meetings of the senate may be held upon the call of the president of the Professional Support Personnel Senate, or by a petition signed by at least five professional support personnel senators. A notice of special meetings shall be given by the president of the Professional Support Personnel Senate.

Section 2. At any regular or special meeting of the Professional Support Personnel Senate, a majority of the membership of the senate shall constitute a quorum.

Section 3. All Professional Support Personnel Senate meetings are open to the public.

ARTICLE V. RATIFICATION AND AMENDMENT OF THESE ARTICLES OF OPERATION

Section 1. **RATIFICATION.** These Articles of Operation shall be effective following their adoption by a two-thirds majority vote of those professional support personnel senate members present and voting at the first Professional Support Personnel Senate meeting in September 1974. A copy of these Articles of Operation shall be placed on file with the University Assembly Clerk.

Section 2. **AMENDMENT BY REFERENDUM.** By a petition of five percent (5%) of the professional support personnel component, professional support personnel members may initiate an amendment to these Articles of Operation. Upon presentation of the petition, the Elections Committee of the Professional Support Personnel Senate shall prepare a referendum ballot for distribution to and vote by the professional support personnel component. A majority of those professional support personnel members voting shall determine the result of such an amendment vote. At least ten percent (10%) of the professional support personnel component must participate before the result of such a vote is effective.

Section 3. **AMENDMENT BY THE PROFESSIONAL SUPPORT PERSONNEL SENATE.** These Articles of Operation may be amended by a two-thirds vote of those professional support personnel senators present and voting at a meeting of the Professional Support Personnel Senate, provided the proposed amendment has been previously presented in writing to the Professional Support Personnel Senate two weeks before a vote is scheduled.

ARTICLE I. TITLE

This organization shall be known as the Mankato State College Faculty Association.

ARTICLE II. PURPOSE

The purpose of the Association shall be to promote faculty welfare.

ARTICLE III. MEMBERSHIP AND DUES

Section 1. All members of the faculty, academic, professional, and administrative (excepting the President and business manager), shall, by virtue of their position on the staff, be eligible for membership, and shall, upon payment of dues, be regarded as members, with all rights and privileges thereof.

Section 2. Annual dues shall be determined each year by the Executive Committee subject to approval by the membership.

Section 3. Dues of members employed for fractional parts of a year shall be determined and assessed by the Executive Committee.

ARTICLE IV. OFFICERS AND ELECTIONS

Section 1. The officers shall consist of a president, a vice-president, a secretary, and a treasurer.

Section 2. There shall be an Executive Committee of six to eight members–four officers, two non-officer members, and any other member who is a representative from the Local Association to the IFPC.

Section 3. There shall be two representatives to the State College IFPC selected by the Executive Committee for a three year term. One representative shall be selected each year for two years, and the third year none shall be selected.

Section 4. The term of office of members of the Executive Committee shall be two years. After the first election under the terms of this article, the President, Secretary, and one non-officer member of the Executive Committee shall be elected in odd years; the Vice-President, the Treasurer, and one non-officer member of the Executive Committee shall be elected in even years.

Section 5. The annual election (Section 4 of Article IV) shall take place during the month of April. It shall be conducted in such a way as to give all members an opportunity to vote. A nominating committee consisting of one member from each Division shall be appointed by the Executive Committee at least three weeks before the date of the election, and it shall be the duty of this committee to select and post the names of at least two candidates for each position to be filled, one week preceding the election. Opportunity

to make nominations from the floor shall be provided. The newly elected officers shall be presented at the May meeting of the Association. Executive Committee members are eligible to service for not more than two consecutive terms.

Section 6. The Executive Committee is hereby given the authority to select and appoint members of the Association to fill vacancies which occur between annual elections.

ARTICLE V. DUTIES OF THE OFFICERS

Section 1. The officers shall perform the duties generally incumbent upon such officers. They shall also perform such duties as specified below.

Section 2. The Executive Committee shall be responsible for bringing before the Association for consideration, in general session, matters of interest to the group. It shall carry into execution the policies formulated by the Association. It is to serve in whatever capacity necessary to promote the purpose of the Association.

Section 3. The President of the Association, or the Vice-President in his stead, shall preside at all meetings, shall call meetings of the Executive Committee, and with the approval of that committee may call meetings of the Association.

Section 4. The Treasurer shall be responsible for the collection, safe keeping, and administration of the disbursement of funds of the Association. All payments from funds of the Association for expenditures as authorized in general session or by the Executive Committee must be signed by the Treasurer and countersigned by one other officer.

Section 5. The Secretary shall be responsible for the recording and safe keeping of minutes of all meetings, for correspondence, documents, and communications of all types which have to do with the business of the Association.

ARTICLE VI. QUORUM

Provided a notice of a meeting which includes the proposed agenda is posted on the faculty bulletin board at least 48 hours prior to a meeting, twenty-five members of the Association shall constitute a quorum for carrying on business.

ARTICLE VII. ENACTMENT AND AMENDMENTS

This constitution shall be effective following its adoption by a two-thirds vote of the members of the General Faculty.

This constitution may be amended by a two-thirds vote of the members of the General Faculty, provided the amendment (or amendments) has been presented at a previous session, or in writing to the members, five days before the general session.

COURSE PROPOSAL

I. Check nature of proposal: New Course _____, Change in Course Number_____, Change in Course Title_____, Change in Credit_____, Withdrawal_____.

II. Course: _____
Department, Number, and Title

III. Routing (Date of minutes recording approval or notification):

	Date
Department of _____	_____
School or Division _____	_____
College Curriculum Committee	_____
Graduate Council	_____
Other _____	_____

IV. Proposed change in a course previously approved (omit this part in a new course proposal):

V. Proposal for a NEW COURSE (omit this part of part IV above is used):

1. The need for this new course:

2. For whom is the course designed? Prerequisites?

3. Other institutions similar to Mankato State College now offering course:

4. Faculty qualified to teach this course:

5. Special facilities or equipment required? How to be obtained?

6. Course description:

   A. Objectives.

   B. Topics or Units of Study.

Form 2

REQUEST FOR TEMPORARY ABSENCE
(Unclassified Employee)

DATE(S) OF ABSENCE: _____

_____
NAME OF REQUESTER (please print)

Reason for Absence: (Please check appropriate box and give brief explanation where requested)

- ☐ Annual Leave (12-month personnel)
- ☐ Sick Leave _____
- ☐ Emergency Leave _____
- ☐ Professional Meeting _____

_____

Held at: _____
City and State

Please explain disposition of classes. Give name of faculty member who was/will be in charge of each of your classes.

ABSENCE

	Approved	Disapproved
DEPARTMENT CHAIRMAN	_____	_____
DEAN OF SCHOOL OR DIVISION CHAIRMAN	_____	_____
ACADEMIC VICE PRES.	_____	_____

RECORDED BY PERSONNEL OFFICE _____
DATE

SALARY: ☐ ALLOWED ☐ DEDUCTED

Form 3

REQUEST FOR LEAVE OF ABSENCE
(Classified Employee)

Type of Leave

_____ Sick Leave
_____ Vacation Leave
_____ Other Leave With Pay
_____ Leave of Absence Without Pay

Reason for Absence

_____ Vacation
_____ Illness
_____ Jury Duty
_____ Military Leave
_____ Other (Please Specify)
_____

Date Requested _____

_____
Employee Name (Print)

_____ – _____ – _____
Social Security Number

Request
Telephoned
Submitted in Person

Requested Date(s) of Absence: _____

_____

Signature of Requestor _____

(For Office Use)

_____ Approved

_____ Not Approved (Please Specify Reasons and Alternate Dates, if any)

_____
Date

_____
Signature of Supervisor

Form: Bus.Off.–44/11-73

Form 4

IDEA FORM

Employees Suggestion System

(Submit in Duplicate)

Name (Print or Type, First, Middle, Last)			Title of Position	
Mr., Mrs., Miss Agency Where Employed		Street Address and City Where Located		
Division	Building	Room	Telephone No.	Suggestion No. (Leave Blank)

Please type or print your idea, being sure to supply all information requested. You may attach additional sheets and sketches.

[redacted]

May we have your permission to reveal your identity as author of this suggestion? ☐ Yes ☐ No

[redacted]

The use by the State of my suggestion shall not form the basis of a future claim of any nature upon the State of Minnesota by me, my heirs, and assigns.

Signature Date

Home Address (Street and City) Social Security No.

[redacted] SYSTEM ADMINISTRATOR, [redacted] ADMINISTRATION BUILDING, ST. PAUL 55101

Form 5

PROFESSIONAL DEVELOPMENT SABBATICAL APPLICATION

Name_____ Date_____

Period for which a Professional Development Sabbatical is requested:_____

Purpose of Sabbatical: (If space is insufficient, please continue on another sheet.)

(a) If you plan to travel, where will you be going and what will you be doing? This statement should be as explicit as possible. Mention all major stops and the nature of you work there. Will you be observing? Participating in seminars or workshops? Attending classes? Etc.

(b) If you plan to attend school, what is the purpose? To work toward a degree? (If so, what degree?) Expand knowledge? Etc. Where will you be attending school?

(c) Do you expect to be working under a fellowship or research grant? To what amount does your fellowship subsidize you? What are your commitments and obligations under it?

(over)

(d) Explain how this training will benefit you and the institution in your subsequent work. For example, do you intend to offer new courses? Write a book? Etc.

Number of years service at Mankato State College (including this year)_____

Highest degree held?_____If less than a doctorate, how many semester hours beyond the master's degree do you have?_____
How many of these hours have been obtained within the past five years?_____

How were the credits earned during the last five years acquired? During a leave without pay?_____ If so, when?_____
And where?_____
Other (i.e., night classes, workshops, etc.)_____

Have you been on sabbatical from Mankato State College before?_____
If so, when and for how long?_____
Purpose of former sabbatical?_____

If you prefer, please add any additional comments covering points not raised by the above questions.

Form 6

PROFESSIONAL DEVELOPMENT SABBATICAL AGREEMENT

Accepting a Professional Development Sabbatical for the period_____ carries the following obligations:

1. A program of professional development will be pursued as follows:

2. It is required that a faculty member return to this College after his/her Professional Development Sabbatical for at least one academic year of service.

3. If a decision is made not to return to this College:

   a) No salary payments will be disbursed from the date of the notification.
   b) The salary money received during the Professional Development Sabbatical will become due and payable to the State of Minnesota within one year from the date notification is given not to return.

4. The attached Professional Development follow-up will be completed and filed with the Academic Vice President within two weeks following return to the campus.

5. This Professional Development Sabbatical is funded at full pay_____, half_____, other_____.

_____
Andrew Een
Asst. Vice President for Academic Affairs

This is to indicate that I am acquainted with the Professional Development Sabbatical provisions as outlined above. I agree to the conditions as set forth. I understand that Professional Development Sabbaticals for periods longer than one quarter are remunerated at the rate of one-half of the regular salary. A Professional Development Sabbatical for one quarter carries full pay, unless a mutually acceptable arrangement between the faculty member, department chairperson, and dean is agreed upon regarding a reduction in the recipient's salary for the purpose of obtaining some assistance for the department.

_____ _____
Date Signature

Distributions: Original - leave recipient
2 carbon - Academic Vice President's Office

Form 7

PROFESSIONAL DEVELOPMENT SABBATICAL FOLLOW-UP

On conclusion of the study, research, or related activity funded by your Professional Development Sabbatical, please complete the following and return to the Academic Vice President's Office. If the sabbatical supported additional study, attach a transcript or program certificate.

Date_____

In what ways, if any, did the work or study deviate from that proposed in the Sabbatical application?

Indicate how the work or study funded by the Professional Development Sabbatical has had impact on your teaching or research.

Other comments or reactions which may aid the Departmental Personnel Committee, Department Chairperson, etc., in evaluating future applications.

_____
Name

USE OF STATE VEHICLES

No. 14165
Form 8

Date to be used _____

Time: Leave _____ Return _____

Destination _____

No. of Passengers _____

Sedan _____ Other _____

Requested by _____

Dept. _____ P.O. Box _____

Function to be charged _____

APPROVED BY _____
(DEPT. CHAIRMAN OR SCHOOL DEAN)

Purpose: _____

_____

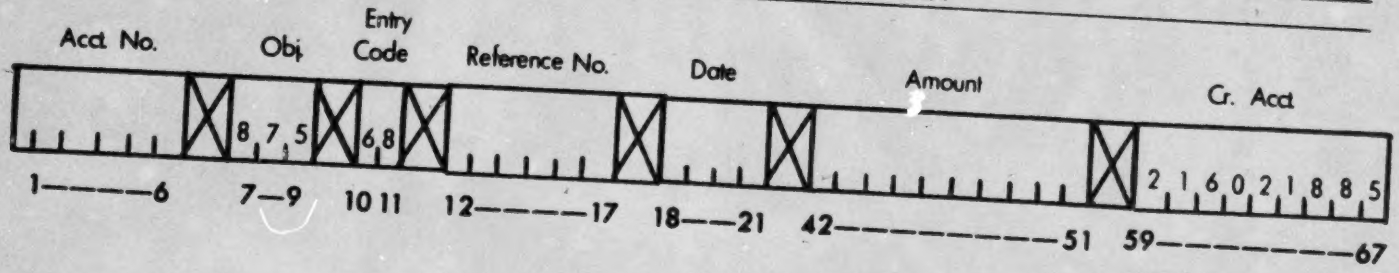
Mileage

Vehicle No. _____
Ending _____
Beginning _____
Total _____
Times Rate *Sedan 6¢ Other 7¢*
Total Amount Due _____

Completed form must be received by the Motor Pool Office, P.O. Box 63, Mankato State College before car may be authorized for use.

63

• FOR BUSINESS OFFICE USE ONLY •



Form 9

MEDIA SYSTEM - Reprographics
Duplicating and Printing Work Request

Job #

* FILL THIS FORM OUT COMPLETELY *

Requested By		Todays Date	Due Date
Department	Building	Post Office Box	Phone Number
Function To Be Charged	Number Of Originals		Copies Per Original
Approved By Sch. Dean Ctr. Dir. Dept. Chairman or Prog. Leader			Phone Approval

A Reference Description of this Request:

* PLEASE CHECK APPROPRIATE BOX OR BOXES *

☐ Plain Paper	☐ Back to Back	☐ Cut and/or trim
☐ Plain Colored Paper	☐ Collate	☐ Holes Punched ☐ 2 ☐ 3
☐ Letterhead Bond	☐ Staple	☐ Punch & Plastic Bind
☐ For Special Quality Paper Contact 389/1181	☐ Fold ☐ ½ ☐ ⅓	☐ Please Call When Ready

* PLEASE SPECIFY ANY SPECIAL INSTRUCTIONS BELOW *

● FOR BUSINESS OFFICE USE ONLY ●

Acct. No.	Obj.	Entry Code	Reference No.	Date	Amount	Cr. Acct.
						2160278884
1 — 6	67 — 9	10 11	12 — 17	18 — 21	42 — 51	59 — 67

Form: MS-6/Rev. 8-73

MSA 21 (REV 8 73) INSTRUCTIONS ON BACK

EMPLOYEE EXPENSE REPORT

[x] 21 IN STATE TRAVEL [ ] 22 OUT STATE TRAVEL [ ] 22 OUT STATE ADVANCE

FIRST NAME	MI	LAST NAME	DEPARTMENT	DIVISION	TITLE
John	C	Jones	Program Review		Professor

HOME STATION: Mankato | A64 | SOCIAL SECURITY NO: 468-30-7965 | E | TRAVEL PERIOD: MONTH DAY YEAR THRU MONTH DAY YEAR: 07 01 74 07 15 74 | ORGANIZATION | S/D NUMBER | SUB

DAY	LOCATION	REASON FOR TRAVEL AND COST CODE	MEALS B	L	D	2 LODGING	3 – OTHER EXPENSE DESC	AMT	LIVING EXPENSE 1 + 2 + 3	4 COMMON CARRIER AIR RR BUS	5 TAXI CAR RENTAL PARKING	TOTAL TRAVEL 4 + 5	6 CONF REGIST FEES	TOTAL EXPENSE
7/1	St. Paul	Drug Conference	-	2.00	4.50	20.00					1.00		10.00	37.50
7/2	St. Paul	"		2.50	4.50	20.00					1.00			28.00
7/3	St. Paul	"		2.00	4.50	20.00					1.00			27.50
7/8	St. Paul	"		2.25	4.00	20.00								26.25
7/9	St. Paul	"		2.50	4.00	20.00								26.50
7/10	St. Paul	"			3.00									3.00
		I returned after 7:00 p.m. on												
		July 10, 1974.				John C. Jones								

TOTALS											
	11.25	24.50	100.00								148.75

LIVING EXPENSE OBJECT CODE 213 223 132.75

TRAVEL EXPENSE OBJ 212 CODE 222 3.00

CONFERENCE REGISTRATION OBJ 215 CODE 225 10.00

PRIVATE AUTO MILEAGE (DETAILS ON MSA 21A) OBJ 21 CODE 221 22.40

LESS: ADVANCE PAYMENT Date Taken

TOTAL AMOUNT TO BE PAID $ 171.15

I DECLARE UNDER THE PENALTIES OF PERJURY THAT THIS CLAIM IS JUST AND CORRECT AND THAT NO PART OF IT HAS BEEN PAID EXCEPT WITH RESPECT TO THOSE ADVANCE AMOUNTS HEREIN SHOWN PURSUANT TO MINN STAT SEC 15.181

John C. Jones — EMPLOYEE SIGNATURE — 7/9 DATE

APPROVED BASED ON KNOWLEDGE OF THE NECESSITY FOR TRAVEL AND EXPENSE AND ON THE BASIS OF COMPLIANCE WITH ALL PROVISIONS OF THE DEPARTMENT OF ADMINISTRATION TRAVEL REGULATIONS

E. Collins — SUPERVISOR — 7/10 DATE

COST CODE (DEPT USE ONLY)

ENTERED BY | TRANS NOTE

Form 10

65

INSTRUCTIONS FOR USE OF MSA 21

(A) This form is used to reimburse employees for authorized travel expense and for living expense while in travel status. It may also be used to request and pay an advance payment to an employee for a scheduled out of state trip. When used with Form MSA 21A, reimbursement to an employee for private car or private airplane usage may be made or included.
Detailed travel reimbursement regulations are set forth in the booklet "State of Minnesota Travel Regulations" as issued from time to time by the Commissioner of Administration.
The instructions contained herein do not supersede the "Travel Regulations" and are given only as an aid to completing the form.
Items for which reimbursement may be allowed and rates and limits on reimbursement are shown in the "Travel Regulations".

(B) It is intended that this form be completed by the employee. A ball point pen should be used. To aid in processing, all entries should be clear and legible. Please PRINT.

(C) An original and two copies should be made. The original copy is used for payment transaction entry and record, the first copy is for the Department record, and the second is retained by the employee.

(D) A separate form must be used for each of the following (1) In State Travel, (2) Out State Travel and (3) Out State Travel advance. Check the box in the upper right corner to indicate for which purpose the form is being used.

(E) The employee name, department (Division - if appropriate) and title shall be entered by the employee.

(F) Home station is the city, village or other location designated by the department head as the permanent or temporary station of the employee.

(G) Social Security number – The social security number of the employee. The name and address used for payment is determined by this number and is the name and address in the Central Employee Information File.

(H) Travel period – Enter the beginning month and day and the ending month day and year for which travel is being reimbursed as shown in this sample. Sample is for period November 1st through November 15, 1973.

MONTH	DAY	THRU MONTH	DAY	YEAR
11	01	11	15	73

For an advance, print ADVANCE as shown below.

MONTH	DAY	THRU MONTH	DAY	YEAR
		ADV	ANCE	

(I) Organization, Sequence number and Suffix. This space identifies the encumbrance number (and, in turn the account) to which the travel is to be charged. These numbers may be entered by the accounting office of the department as a part of the payment process, or may be entered by the employee if the department has so advised the employee (The encumbrance number changes each fiscal year).

(J) Detail of expenses – If a reimbursement, the information entered is actual expenses paid by the employee – If an advance, the information is estimated.

(K) Day – Date of month when expense occurred (if period of reimbursement is in two months, show both the month and day: e.g., 12/17 for December 17th).

(L) Location – Where the expense occurred – city, village, town or other location.

(M) Reason for Travel – A recording of the reason for travel, including purpose of the trip and entry of a cost accounting code if cost codes are used by the department.

(N) (1) Meals – Actual amount paid by the employee for meals (including tax and tip). List under "B" for breakfast, "L" for lunch and "D" for dinner. Maximum amount allowed and conditions under which reimbursement may be allowed are listed in "Travel Regulations". If meals are allowable on day of departure or arrival at home station because of "time of day" of arrival or departure (as defined in Travel Regulation) indicate the time of day in a footnote.

(2) Lodging – Enter the actual amount paid for hotel, motel or other accomodations including tax. Receipts for lodging paid must be attached to MSA 21.

(3) Other expense – List and enter the actual amount paid for other living expense allowed employees in travel status as listed in the "Travel Regulation".

(4) Common Carrier – The actual cost of air, rail or bus fare (including tax) incurred by an employee and when paid by the employee for approved travel. Receipts for fares paid by the employee must be attached to MSA 21.

(5) Taxi, Car Rental, Parking – Enter the actual cost of taxi, airport limousine, or rental car paid by the employee for surface transportation in connection with approved travel. A receipt must be attached to MSA 21 for auto rental. Parking may also be included under this heading. When receipts for parking are issued, they should be attached.

(6) Conference or Registration Fee – The actual cost of a conference or registration fee paid by the employee shall be entered. If the fee paid includes meals, the portion of the amount determined to be meals shall be entered under (1) meals, and the remainder under conference fees. A receipt for conference fees must be attached to MSA 21.

INSUFFICIENT SPACE ON ONE FORM

If there are not enough lines on one MSA 21 to list all expense for the period, draw a line through the space provided for "Totals" and use additional pages. Totals are needed only on last page.

(O) Totals – Add the amounts down in columns 1, 2, 3, 4, 5 and 6.
Add across columns 1, 2, 3, 4, 5 and 6 to give "Total Expense" each day.
The totals of (1) Living Expense, (2) Common Carrier, (3) Conference Registration and (4) Private Auto Mileage – Less Advance (if any) is the amount to be paid.

(P) Cost Code – Optional use by Department (See Accounting Manual (Section A-8).

(Q) Transaction Entry Date & Number (Used by Accounting Unit to record payment entry.)

(R) Signature – The employee shall sign the original and duplicate copy. A supervisor having knowledge of the employee's authority and use of travel shall approve both copies.

(S) Travel reimbursement requests should be submitted to the department or agency accounting unit in accord with department or agency policy.

(See Statewide Accounting Manual, Section E for instructions to Departments for audit and payment of Employee Expense Claims.)

Form 11

MSA 21A INSTRUCTIONS ON BACK
USE WITH FORM MSA21

PRIVATE CAR MILEAGE REPORT *

EMPLOYEE NAME	REPORT PERIOD
John C. Jones	July 1 THRU 15 197 74

DAY	REASON FOR TRAVEL AND COST CODE	POOL CAR AVAILABLE YES	POOL CAR AVAILABLE NO	OFFICIAL STATE MILEAGE FROM	OFFICIAL STATE MILEAGE TO	TRIP MILES	LOCAL MILES	OUTSTATE MILES
7/1	Drug Conference	X		Mankato	St. Paul	160		

INSTRUCTIONS FOR USE OF MSA 21A

(A) This form is used in conjunction with MSA 21 to reimburse an employee for use of a private owned auto (or private owned aircraft) on the basis of miles driven (or flown). It supports the amount claimed for private car mileage on form MSA 21.

The form provides space to record miles driven (flown) and to determine the amount of reimbursement. The rate of reimbursement is expressed in cents per mile and is shown as in the "State of Minnesota Travel Regulations" as issued by the Commissioner of Administration.

The form may also be used to determine the amount to be paid to an employee for out of state private car usage when used in lieu of air transportation.

(B) It is intended that the form be completed by the employee on a trip by trip basis. The employee name and period covered by the report should be written on the top line.

(C) Day – Day of Month on which car was driven. May be month and day expressed as MM/DD or 11/15 for November 15th.

(D) Reason for travel and cost code – An explanation of the reason or purpose for the travel and a cost accounting code if a cost code is used by the department.

(E) Pool car available – An indicator as to availability or non availability of State Motor Pool car on a day by day basis. (This indication is necessary to determine rate at which reimbursement is to be made.)

(F) Official State mileage – List point of origin and destination – cities or towns.

(G) Trip miles – The miles for the shortest direct route between "From" and "To" locations according to Highway Department records.

(H) Local miles - (1) Actual odometer miles of driving in vicinity of destination (after reaching destination) necessary to accomplish purpose of the trip or, (2) actual odometer miles driven when private car is used by an employee in the vicinity of his home station as necessary for his work assignment.

(I) Outstate miles – Miles driven by an employee on a trip out of state from actual odometer reading or from a standard road atlas listing of miles between cities.

(J) Total miles – Add the number of miles in each of three columns to give "total miles".

(K) Miles claimed – Miles for which reimbursement is claimed.

(L) Rate – Rate of reimbursement (expressed in cents per mile) as determined by Travel Regulations.

(M) Out of State in lieu of mileage – Calculation of the amount due to employee when a private car is used out of state in lieu of Air Coach fare. See Travel Regulations and Accounting Procedure Section E-2.

Form 12

Admin. Form 435

STATE OF MINNESOTA - DEPARTMENT OF ADMINISTRATION

REQUEST FOR REIMBURSEMENT OF SPECIAL EXPENSE

Prepare in triplicate and forward to budget division at least ten days in advance of date on which special expense is to be incurred. Original copy, with approval or disapproval indicated, will be returned to agency. Duplicate will be retained by department of administration and triplicate will be forwarded to the state auditor. Do not use any improvised form in submitting request.

Authorization by the Commissioner of Administration for reimbursement of special expenses is requested as follows:

1. **TYPE OF EXPENSE** (Check appropriate box [es]): ☐ Conference and Registration Fees ☐ Special Meals or Banquets ☐ Seminar and Institute Fees ☐ Field Staff Meeting ☐ Change of Station Expenses ☐ Other _____ (specify)

2. **DESCRIPTION OF EXPENSE** *(Give names and titles of persons to be reimbursed; title, location, date and purpose of conference, meeting, short course, etc; detail of expenditure to be made; and any other information needed to justify request. Special justification is required if more than one person is to be reimbursed for attendance at any special event. Information relating to field staff meetings is to be provided in accordance with provisions of the state travel regulations. Requests for reimbursement of moving expenses must be accompanied by three bids. Use reverse side of form if space below is insufficient to provide detail required):*

James S. Jones
Professor
English Department
Mankato State University

October 22, 1975 Chicago, Illinois

(Purpose of Trip)

3. **TOTAL ESTIMATED AMOUNT OF EXPENSE TO BE INCURRED:** $ 10.00

4. Name of Agency	5. Index: Item - Fund	6. Date	7. Authentication *(authorized signature and title)*
Mankato State University	61001:02-100	8-15-75	

Request for reimbursement of special expenses itemized above is:

8A. ☐ **Approved in an amount not to exceed $** _____.

8B. ☐ **Not Approved.**

_____ *(Date of Approval)*

_____ *(Authorized Signature - Department of Administration)*

Admin. 435 (7/65)